

## OHIO CAVE SURVEY

BOARD POLICY 20-04

### OHIO CAVE SURVEY BOARD OF DIRECTORS E-MAIL/MAIL VOTES

*This board policy is in accordance with paragraph III of the Ohio Cave Survey Bylaws.*

1. The OCS Board of Directors is authorized to vote on matters via e-mail or mail, in lieu of waiting for a formal Board of Directors meeting. All votes conducted via e-mail or mail must be confirmed at the next regularly scheduled Board of Directors meeting.
2. Voting via e-mail or mail should be kept to a minimum whenever possible and should only be used for items that require a quick decision, such as for financial matters, filling board of directors vacancies, or other business that cannot wait until the next scheduled Board of Directors meeting.

Approved by the Board of Directors - June 17, 2020