

SIM Reference Document N° 06

Electronic Voting

Version 02 Approved: September 2019

1. General

1.1 Introduction

This document describes the procedure to be used for taking resolutions by electronic voting. This can be applied to GA, Council, QSTF or MWG resolutions or decisions, whenever any urgent matter needs action before the next scheduled meeting, or when a meeting did not achieve quorum.

1.2 Definitions

1.2.1 Electronic Voting

A vote made by e-mail from a registered and validated email address.

2.0 Procedure for electronic voting.

Electronic voting can be used for matters that need urgent decisions before the next scheduled meeting of any decision-making body (DMB) within SIM. These are: General Assembly, Executive Council, QSTF, Permanent Committees, and Metrology Working Groups.

Only chairs of the following DMBs can call for an electronic vote.

- General assembly: President
- Executive Council: President
- QSTF: QSTF chair
- Technical Committees_ Technical Committee chair
- Metrology Working Groups: Metrology WG chair

2.1 Sending information

The information documenting the issue to be voted on, and background information, can be sent by the chair or to the chair, using e-mail.

2.2 Discussion

Upon receiving a proposition, the chair must send the motion to all the members of the DMB and determine a period for discussion.

The chair will act as moderator, being responsible for the distribution of all comments and pertinent information to all members of the DMB. Whenever possible, the same rules of order used for meetings will be used for the discussion.

2.3 Voting

After the period for discussion is ended, the chair will request the votes with a deadline.

The votes must be sent to the chair.

For all decisions a full quorum is assumed. Any decision needs the affirmative votes of more than 50% of the registered members of the DMB, or the special majority required in the cases specified in SIM Rules of Order.

2.4 Reconsiderations

As no meeting is held, the period for reconsiderations must be determined by the chair.

2.5 Minutes

The chair of the DMB is responsible for writing brief minutes including the relevant points and positions of the discussions and the final text of the decision.

The minutes must be sent to the SIM Secretariat for filing and distribution according to SIM document No. 04 and will be included in the corresponding list of SIM resolutions.