When submitting a vote by email for a certain topic, include:

1. Explanation of the topic
2. If and when CAN has supported this topic before or not
3. Why this is time sensitive, what would be the consequences waiting until the next general meeting.
4. Why, if this topic is important to have the backing of CAN, is it not important enough to put to the Board meeting for a discussion (during the board discussion we can decide if it needs to go to the general membership)
5. Our monthly report out will include a list of letters, etc that we have supported, with links to the document

Voting

1. Chair or designated Chair asks if there is any discussion.
2. Then waits for 24 hours. (This is to give everyone at least some time to see the email, respond, be answered.)
3. Chair then asks for a vote after all questions are answered.
4. if there is not consensus and agreement can't be found over email, the issue should wait until a board meeting or the next general meeting.
5. Quorum of 5 is required for a vote to pass