

# APPENDIX N

## GUIDELINES FOR VOTING

### ABSTENTIONS (Non-Votes):

In all methods of voting, abstentions are **not** counted (non-votes). Only the number of votes cast is counted in determining a majority, two-thirds (2/3), or three-fourths (3/4) vote.

### MAJORITY VOTE (General Motion):

More than half the votes cast by people legally entitled to vote at a properly called meeting with a quorum present approve a general motion. The majority is therefore determined not by the number present, but by the number casting a vote.

#### Example:

*If 27 members in good standing are present, 3 members abstain, & 24 members vote, the majority is 13.*

### TWO-THIRDS VOTE (Constitution & By-Laws):

Two-thirds (2/3) of those casting a vote in the affirmative are needed to adopt a motion.

- Used when amending the constitution and by-laws
- A quorum must be present
- Proposals are made and then must sit for one meeting until a vote may be taken.

#### Example:

*If 29 members in good standing are present, 2 members abstain, & 27 members vote; 18 votes in the affirmative are needed to adopt a motion.*

### THREE-FOURTHS VOTE (Membership & Officers):

Three-fourths (3/4) of those casting a vote in the affirmative are needed to adopt a motion.

- Used in electing officers and electing applicants into membership
- Every “no” vote needs three (3) “yes” votes in order to pass a motion

#### Example:

*If 29 members in good standing are present and 29 members vote; 22 votes in the affirmative are needed to adopt a motion.*

