



Eastern Shawnee Tribal Housing Authority

Phone Poll Policy

Adopted: September 18, 2012

The Policy enacted herein supersedes and rescinds all previous Phone Poll Policies and practice statements and is the official Phone Poll Policy of the Eastern Shawnee Tribal Housing Authority.

Contents

Phone Poll Policy	3
A. Purpose	3
B. Scope	3
C. Use of Phone Polls	3
D. Restrictions and Limitations	3
E. Conducting Phone Polls	3
F. Recorded	4

Phone Poll Policy

A. Purpose

To establish a policy on how the Housing Committee of the Eastern Shawnee Tribal Housing Authority uses, conducts, and records phone poll results into Meeting Minutes.

B. Scope

This policy applies to Housing Committee phone polls.

C. Use of Phone Polls

Recognizing that the Housing Committee meets once a month, occasionally there are matters that need to be addressed prior to a regular or special meeting. Such matters may include time sensitivity, deadlines, immediate actions, or action so as not to create undue delays. In situations where vital interests of the Housing Authority require immediate emergency action, such action can be taken by phone poll or teleconference call for the limited purpose of addressing a matter for which the Housing Authority will suffer severe damage.

D. Restrictions and Limitations

The motion submitted for a phone poll vote may not be any motion that:

1. Is not an emergency and can be acted upon during a regular or properly called meeting within a reasonable time;
2. Involves the expenditure of funds that are not budgeted or that exceed \$5,000 even if budgeted;
3. Is a matter which, due to its significant or complex nature, requires more extensive member notice and allows for debate;
4. Requires a resolution, except for Requests for Proposals or recurring grant applications;
5. Is a resolution, except for Requests for Proposals or recurring grant applications;
6. Awards a contract; or
7. Any motion that causes something to be done that it is impossible to undo.

E. Conducting Phone Polls

For phone polls conducted by the Housing Committee, a phone poll must have written approval from the Chairman before the phone poll is conducted. In the absence of the Chairman, the Vice-Chairman may approve a phone poll, in writing, to be conducted. At least three (3) board members must participate in the phone poll to constitute a quorum. Information and documentation must be demonstrated for the reason and need to have the vote taken outside of a duly-noticed convened meeting.

Once a phone poll is approved the Executive Housing Director shall conduct the phone poll in the following manner:

1. Each Housing Committee Member must be contacted and provided the action for approval within the phone poll and any accompanying documents. If a the

Housing Committee Member is unavailable then the Executive Housing Director shall try at least two (2) more times to reach the Committee Member, by either attempts, before concluding the phone poll.

2. Acceptable alternative means is by telephone, fax, e-mail, or in person.
3. At the conclusion of the phone poll, the Executive Housing Director shall certify the results of the phone poll and send the results to the Housing Committee.

F. Recorded

The action approved, the Housing Committee's vote, and the results of the vote of the phone poll shall be announced by the Housing Committee Secretary at the next meeting and recorded in the Minutes.

The Minutes will reflect such announcement made by the Secretary, and the Housing Authority shall maintain the certified record of the phone poll on file.

The documentation demonstrating the need for the phone poll will also be included in the certified record of the phone poll, maintained by the Housing Authority.