

CASI POLICY MANUAL



**Chili Appreciation
Society International, Inc.**

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**POLICY FOR THE
CHILI APPRECIATION SOCIETY INTERNATIONAL (CASI)**

1. CASI Organization – The Body of Great Peppers function as the Board of Governors of CASI. This would function through an Administrator (Executive Director). In any dispute arising, a fifty-one percent (51%) or greater majority of the Board of Governors could resolve the dispute. Day to day administration will be handled through the Executive Director(ED). The ED will be responsible to the Great Peppers and would handle the day-to-day operations of CASI. The Great Peppers, through vote, would make the ultimate decisions in policy making. (GPM 1982)
2. The second (2nd) weekend in September is the permanent date for the Great Pepper’s Meeting. (GPM 1982)
3. The election of Directors will be the last item on the Great Peppers’ Meeting agenda.
4. Newly elected officers of the Board of Directors are elected by the new Board of Directors. Outgoing directors will not vote on the incoming officer positions. (BOD 7/92)
5. The Registered Agent of the Corporation will be the President. (BOD 86)
6. The Executive Director will have the responsibility of collecting on any Non Sufficient Fund (NSF) checks received by CASI. There will be a \$35 charge for any NSF. (BOD 06/09)
7. The TallyMaster retains paper cookoff records for a period of one year. (BOD 02/05)
8. A Rules committee is appointed each year to review all cookoff protest and cookoff rule violations. The committee is composed of the CASI Executive Director, CASI Tally Master, CASI Director-at-large, CASI member-at-large, CASI Great Pepper-at-large. The CASI Director-at-large, CASI member-at-large, and CASI Great Pepper-at-large are elected by the Board of Directors. (BOD 02/05)
9. The Executive Director will provide an agenda of each Board Meeting to the Great Peppers prior to the meeting. (BOD 11/00)
10. Effective October 1, 1996, CASI Membership dues are \$15. Life Memberships are \$250. Corporate Memberships are \$100.00. Non-North American memberships will cost \$30. This applies to members outside the United States, in Mexico and Canada. (07/96)
11. All sponsors will be added to the membership list and receive a monthly copy of the *Terlingua Trails*. (BOD 09/03)
12. Only payment in US funds will be accepted as payment to CASI for any CASI transaction. (BOD 07/05)

13. Friends of CASI donations are designated for use as in-house or membership charitable causes. The Board of Directors will approve all Friends of CASI fund disbursements. (BOD 02/98)
14. Promoters or Pods who wish to use the CASI logo must abide by the Guidelines that have been established. These guidelines can be found in the Resource Center of the Official CASI web site (www.chili.org). (BOD 06/09)
15. Official documents will be posted in the Resource Center on the website. (BOD 06/09)
16. The CASI chili cooking and showmanship rules will be open for amendment every third year at the annual CASI Great Peppers' Meeting. Emergency exceptions may be made by the Board of Directors. (GPM 09/99)
17. Regional Referees will report directly to the Board through the ED. The regional referee and the Area Referees should be an active chilihead. Regional Referees will serve for the chili year that they are appointed.
18. Cooks moving from a 12 point state to a state requiring lower number of points will have qualification handled on an individual basis. The Tallymaster should be notified by the cook of the move. (BOD 09/87)
19. Points will be applied depending where they are earned. (BOD 09/87; Reaffirmed BOD 02/04)
20. A cook's residency is determined by where one lives and a valid driver's license is used to verify such. (BOD 09/87; Reaffirmed 02/04)
21. State championship and runners up will be determined by state of residency. (BOD 09/87; Reaffirmed BOD 02/04)
22. Persons donating their Old 320 sites back to CASI will retain privileges of the original Old 320 members. (BOD 07/02)
23. Golf-style shirts to be distributed to the Board, in-coming Great Pepper and incoming Regional referee. (BOD 02/98)

CASI SPONSORSHIP BENEFITS ((BOD 1997)

TERLINGUA INTERNATIONAL CHILI CHAMPIONSHIP

(Event staged annually since 1967)

Admission, VIP parking to TICC

Complimentary concessions and VIP wristbands

Trophy presentations and photos with winner

Banner on Main stage and other select areas

Recognition and plaque presentation from Main stage

Logo on commemorative national poster

Ad for 12 months in TerlinguaTrails publication

Website recognition

VIP Judging status for all events

VIP lounge backstage during presentations

Right to distribute product to contestants

Logo on contestant shirts**

Commemorative Sponsor shirts for your key people

Right to use CASI Logo to promote your product**

Exclusivity for product type at TICC

Cooperative promotions with CASI Pods nationwide

Naming rights for certain events and facilities***

Participation depends on level of sponsorship. We do give “retail” value to all goods and services provided to CASI and TICC as part of the sponsor contribution.

We have three levels:

Friends of CASI 1,000.00 – 2500.00

Silver 5,000.00 plus or minus
Gold 10,000.00 plus or minus

** Gold Sponsor Benefit

*** Legacy Sponsor Benefit (25,000.00 one time contribution)

A NEW SPONSOR PROGRAM

As part of our continuing quest to improve program quality for CASI cooks, the **Friends of CASI** sponsors will band together to underwrite the cost of **TICC awards**. This group of sponsors will now be responsible for the cast metal **TICC trophies, the TICC winner jackets, and a new award to be initiated this year: TICC winner chairs**. These chairs will be embroidered with the place and category of the recipient and hopefully promote CASI and TICC to all who see them. In addition, all proceeds received over the cost of these items will be used toward a **Friends of CASI Scholarship**.

Sponsor benefits will include:

Embroidered sponsor shirt

Recognition Plaque

Recognition on national CASI poster

Promotion on a special monthly page in the Terlingua Trails

Group photo with the TICC first place trophy

Introduction at GP meeting and all sponsor functions

Our goal is \$11,500.00 annually. We are already over half way there and excited about the prospects. This group will be a support group for CASI and seek ways to recognize the winners. The cost to join is not prohibitive and you can see your dollars at work. You can join as a business, individual, or group. This is a good and worthwhile opportunity. (BOD 01/2010)

TERLINGUA TRAILS

1. *Terlingua Trails* is a monthly publication. (BOD 02/92)
2. The *Terlingua Trails* will publish materials received if they are not harmful to CASI. (BOD 02/95)
3. The *Terlingua Trails* will feature a CASI National Scholarship Program recipient article in each issue.(GPM 09/04)
4. Pods will be allowed a ¼ page ad in the *Terlingua Trails* for one issue only. Additional ads require payment. (BOD 02/05)
5. A formal Obituary column is a part of the *Terlingua Trails*. (BOD 02/02)
6. *Terlingua Trails* will not be used by individuals to solicit donations for any purpose. (BOD 11/00)
7. Candidates for the Board of Directors will be provided ¼ page ad for letters of candidacy. If they desire more, they can purchase the space. (BOD 07/02)
8. State, Regional and Open Cookoffs will be give one free ¼ page ad per year provided the cookoff sends an article and picture for the event. If the picture and/or article are not received, the cookoff will be charged for the ad. (BOD 07/02)
9. Classified ad section will be established with ad pricing published in each issue. (BOD 11/00)
10. Advertising Rate Schedule – Effective 01/01/03
 - Full Page 10” x 12 3/4 - \$250.00
 - 1/2 Page 5” x 12 3/4” - \$130.00
 - 1/2 Page 10” x 6 1/4” - \$130.00
 - 1/4 Page 5” x 6 1/4” - \$90.00
 - 1/8 Page 5” x 3” - \$60.00
 - Bottom Banner 10” x 3” - \$90.00
 - Business Card - \$40.00
 - Classifieds - \$40.00 – 2 inch – 3 Months
11. The Managing Editor is allowed to negotiate rates for multiple months. (BOD 07/02)

All Prices Are For Camera Ready Ads (jpg.)

Multiple Month Ads:

- 3 to 5 month running ad, 15% discount per month
- 6 to 11 month running ad, 20% discount per month
- 12 months or more, 25% discount per month

MEMORIAL BOARD POLICY

1. In order for a name to be placed on the Memorial Board, at least one of the following criteria must be met:
 - a. The individual participated in chili cookoffs.
 - b. The individual was a member of CASI.
 - c. The individual made outstanding contributions to the chili world as determined by the CASI Board of Directors Minutes.

2. When an individual's name is submitted for inclusion on the Memorial Board and that individual does not meet any of the above-referenced criteria, it will be the decision of the CASI Board of Directors as to if the name will be displayed on the Memorial Board.

TERLINGUA INTERNATIONAL CHILI COOKOFF (TICC)

1. The CASI Terlingua International Championship Chili Cookoff was adopted as the Official name. (GPM 09/89)
2. The Terlingua International Championship Chili Cookoff is the only Cookoff allowed on Rancho CASI de los Chisos. (BOD 09/97)
3. Traffic will be restricted in the contestant's camping/parking areas to cooks, judges, VIPs and show teams. Only authorized traffic is permitted beyond the 2nd gate. (BOD 02/00)
4. The Old 320 gates are to be closed, but not locked, during Saturday's International Chili Cookoff. (BOD 02/92)
5. During TICC, Stage Road will be closed on Saturday morning until the completion of the announcements. Access to the cooking area as well as the stage area for cooks will still be available through the bottom gate, after show is over. (BOD 01/08)
6. The front gate will close at 8:00 pm on Saturday. At the same time, the back gate will be opened to allow exit for those interested in using such. (BOD 01/08)
7. Handicap parking will be allowed at TICC in a designated area of the Old 320. Placards will be issued by the TallyMaster at TICC registration upon proof of need; i.e. doctor's statement, vehicle placard, etc. Only small vehicles will be allowed. Arrangements will be made to transport those who do not have a small vehicle. (BOD 02/03)
8. Vendors at TICC will pay \$230 for electricity and \$200 without. The vendor spaces shall be along the stage road and the back side of the Old 320 area. (BOD 04/92)
9. All raffles will be approved by the Board of Directors at the Great Pepper's Meeting prior to TICC. (BOD 02/02)
10. Two passes will be mailed to each qualified cook and Old 320 member. Four passes are provided to small qualified show teams and 10 passes to qualified large show teams. These passes will be mailed in the General Information Packet. No one will be allowed free access to the site without a pass. (BOD 02/99)
11. The board approved the use of a credit card program to be used at TICC. (BOD 01/08)
12. Friday contest prizes are 1st: \$500, 2nd - \$400, 3rd - \$300, 4th - \$200, and 5th - \$100. (BOD 11/00)
13. There is free admission of Friday to local residents when attending with the high school students. (BOD 09/00)

14. Show teams will draw for their show sites. This drawing will be on Wednesday or whenever the team arrives and registers. (BOD 09/93)
15. Show teams may set up at anytime, but must secure their own site. Camping on the show site is discouraged unless the RV is part of the show. (BOD 09/93)
16. If a show team is not satisfied with their space, they may redraw on Saturday after all others have drawn. (BOD 09/93)
17. Only the show team captain will receive a contestant shirt at TICC. (BOD 06/03)
18. The area around the outside of the Old 320 and that portion of unused cooking spaces will be used for show. (BOD 09/92)
19. The souvenir and beverage booths will open at noon on Thursday, 10:00 on Friday and Saturday. (BOD 09/00)
20. Two Board of Directors will be appointed as Referees for the Chili Cookoff. (BOD 06/09)
- **21. There will be a Calcutta. The payback will be 100%. (BOD 05/99)
22. The top ten (10) winners at TICC will be awarded a Jacket. (BOD 07/92) TICC winners jackets be red with gold letters. (BOD 09/94)
23. A red golf style shirt is provided to each TICC chili Champion in addition to the Jacket. The champion may purchase a regular shirt, if desired. If the champion prefers a regular shirt, the difference in cost of the two shirts is required to pay the difference. (BOD 07/05)
24. The 2nd place winner will be referred to as the Reserve Champion. (BOD 01/08)
25. Small show team winners at TICC will be eligible for one free jacket and may purchase up to 3 additional jackets. Large show team winners will be eligible for one free jacket and may purchase additional jackets for team members participating in show at TICC. The team captain is the responsible person when ordering any additional jackets and responsible for payment within two weeks following TICC. Only those show team members who actually participate in show at TICC are eligible to purchase additional jackets. All orders must be placed at TICC. (BOD 01.09)
26. There will only be 3 places (3 Trophies) presented for Small Show Teams. (BOD 08/08)

AWARDS FOR EACH CHILI YEAR

CHILIHEAD OF THE YEAR

The criteria for selection of “Chilihead of the Year” are to be based on achievements of the current year, not cumulative achievements over the years. (BOD 09/07)

GREAT PEPPER OF THE YEAR

Great Pepper of the Year will be elected at the Great Peppers’ Meeting and announcement is made at TICC. To nominate a Great Pepper for this award, a narrative is sent to the Executive Director prior to the Great Pepper’s meeting. (GPM 09/07)

PRESIDENT’S AWARD

A President’s Award will be presented at the discretion of the Board of Directors. (BOD 09/99)

LIFETIME ACHIEVEMENT AWARD

This award is for cumulative achievements in CASI throughout the years. (BOD 09/99)

**FACT SHEET FOR
2010 Terlingua International Chili Championship
(TICC)
Rancho CASI de los Chisos
Terlingua, Texas**

Admission Fee

\$30.00 per person for the week

\$10.00 per person for Saturday only

50% discount to all individuals with military identification

Spectator Camping and Accommodations for the Terlingua International Chili Championship

Dry camping is available on a first come, first serve basis to spectators in Krazy Flats (spectator camping area). There are no reserved sites; no water, electricity, or sanitary disposal is available. Water is available for purchase at area RV Parks.

Limited motel rooms and RV parks are in the Lajitas, Terlingua, and Study Butte areas.

On-Site Services Provided

Portalets are on site beginning Wednesday of cookoff week. Dumpsters will be provided for disposal of trash and garbage.

Ice, in 20 lb. bags, is available for purchase from CASI's main concession area and the Krazy Flats Saloon (www.krazyflats.com) located in the spectator area.

Food and beverage vendors are on site serving the main area as well as Krazy Flats. Don't worry about carrying all your beer with you – buy ours at special case prices!

The Terlingua Fire/EMS is on site beginning Tuesday afternoon of cookoff week. In the event of an accident or injury, the medics are located at CASI City Hall and/or by alerting security or CASI staff at the main concession area or Krazy Flats Saloon. If a serious accident or injury occurs, the medics provide transport to either Alpine or Midland/ Odessa hospitals, depending on the severity of the injury.

CASI contracts with Rio Bravo Security for services during the cookoff week. In addition, the Brewster County Sheriff's Department is on site. Security staff are on duty 24 hours a day and are stationed at City Hall. If you require security personnel, either go to City Hall or alert CASI staff at the main concession area or the Krazy Flats Saloon.

A pay phone is available at the judging pavilion in the main concession area. In addition, a cell tower is on site serving most cell phone providers.

Wi-Fi internet service is available at the Krazy Flats Saloon.

Things to Do

A Schedule of Events, as it becomes available, can be obtained from this website. Additionally, the schedule will be available in the main concession area and at the Krazy Flats Saloon.

Entertainment is provided nightly in the main area from 8:00 p.m. until midnight beginning on Thursday. The band last year is Casey Pilgreen and Born South, www.caseypilgreen.com.

The main concession stand and Krazy Flats Saloon carry a variety of items for sale, including but not limited to t-shirts, polo shirts, bumper stickers, lapel pins, caps, drink cups, etc. Don't forget to take home your TICC souvenir!

On Thursday, there will be a **BBQ Competition**. Coordination of this competition, registration, judging, and announcements will be conducted at the Krazy Flats Saloon. Funds raised during this event will be for the National Scholarship Program. This function is sponsored by McCormick's Distilling Company.

On Friday, CASI presents National Scholarship Day; a day devoted to raising funds for the National Scholarship Program. Events include a hot wings contest, salsa contest and beans contest. For a nominal entry fee, anyone can enter these events. Cash prizes are awarded to the top 5 in each category and trophies presented to the top 10. Administration, judging, and announcements will be conducted in the Main Stage Area. The Bean Competition will be sponsored by Casa Fiesta Mexican Foods a division of Bruce Foods Corporation. The Hot Wings is sponsored by Louisiana Hot Sauce, a division of Bruce Foods Corporation and the Salsa is sponsored by Ms Renfro's.

Want to be a judge? Judges are needed for all the Friday events, as well as the chili cookoff on Saturday. If you're interested in judging either or both days, please contact CASI staff in the main concession area or at the Krazy Flats Saloon. You can also sign-up in advance to judge the chili championship, by contacting Renee Moore at rmoore@gulfshoresal.gov.

Do's and Don'ts

DO plan to have a good time while at TICC. There are few rules but those in place are meant to provide a safe and secure environment for all.

DO respect others around you.

DO use your vehicles as needed. The term "vehicle" when used in this document includes any motor driven vehicle, ATVs, golf carts, motorcycles, motor scooters, etc.
Travel speed at all times shall not exceed ten (10) mph.

DO travel on marked roads (not trails) only.

DO NOT travel by vehicle on any trails. Signage and/or barriers will be in place to designate the areas on which travel is not allowed. Anyone found traveling on trails, blocked trails or blocked roads is subject to confiscation of their vehicle for the remainder of the event and/or eviction of the operator/owner of the vehicle from the property. No refund in entrance fees will be provided.

DO NOT travel by foot on any trails after dark.

DO NOT use campfires or fireworks if a burn ban is in effect due to dry conditions. You will be advised upon entry to the site if these conditions are present.

DO NOT burn tires under any circumstances.

DO NOT camp in creek beds. This is strictly prohibited as the water can rise rapidly and with no warning.

DO NOT leave your litter on the ground. Dumpsters will be provided for disposal of such.

DO NOT bring large items on site with you with the intention of leaving them behind. Large items in your possession will be noted when you enter the grounds. If you don't remove them when you leave, you may not be allowed admission to the grounds in subsequent years.

2010 TICC Assignments		
		Comments
Armbands		
Banners & Banners on Stage		
Beer Concessions		
Beer License		
Board Photo		
Calcutta		
Culled Chili		
Entertainment		
Fire Department/EMS		
First Timer Reception		
Friday Events		
Gate & Gate Volunteers		
Halloween Party		
Head Chili Judge		
Head Show Judge & Show Area Marking		
Highway Cleanup		
Ice		
Information Booth		
Information Packet		
Insurance	14	

Judges - Chili		
Keys		
Krazy Flats		
Master of Ceremonies		
Memorial Board & Plates		
Old 320		
Parking		
Photographers		
Portajohns		
Poster		
Press Kits/Passes		
Radios		
Raffles		
Registration		
Schedule of Events		
Security		
Shirts - Contestant		
Shirts – Director’s Sat.		
Shirts - Officials		
Signs		
Sponsors		
Stage Announcements		
State Flags		
Tallying	15	

Telephone - Pay		
Toy Collection		
Trash		
Trophies		
Vendors		
Winners' Circle		

**POLICY DEFINING REIMBURSEMENT
FOR EXPENSES FOR
DIRECTORS ATTENDANCE AT BOARD MEETINGS
(As adopted by Resolution at September 2006 Board Meeting)**

1. Members of the Chili Apperception Society International (CASI) Board of Directors will be authorized expenses for attendance at Board Meetings as follows:

a. Board members will be allowed to claim air fare for attendance at Board Meetings. Such air fare will be the cheapest fare utilizing coach class and advance booking.

b. Board members will be allowed to submit gas receipts, in lieu of air fare, for reimbursement for travel for attendance at Board Meetings, mileage will also be recorded and submitted. Board members are encouraged to carpool whenever possible.

c. Board members will be reimbursed for lodging expenses at moderately priced establishments in standard rate rooms. Board members are encouraged to share lodging whenever possible.

d. Board members will be reimbursed for rental car charges for an economy type care when a hotel or airport shuttle are not available. If a higher class car is desired, the Board Member will pay the difference in cost.

e. Board members will **not** be reimbursed for the following: room service, in room movies, room upgrades, laundry, alcoholic beverages, or meals. No expense will be reimbursed for a Director's spouse.

f. In order to be reimbursed for travel expenses, the Board Member must submit a director's Expense Voucher to the CASI Treasure: expenses must be accompanied by receipts for such.

2. Board members will **not** be reimbursed for travel expenses as they relate to attendance at the Terlingua International Chili Championship.

Director's Expense Voucher

(date)

Expense * Chili Appreciation Society International, Inc.	Amount
Phone (less than \$ 25.00 - receipts not required)	
Postage (less than \$ 20.00 - receipts not required)	
Copies (less than \$ 5.00 - receipts not required)	
Other (receipt required) Purpose:	
Other (receipt required) Purpose:	
Other (receipt required) Purpose:	
Other (receipt required) Purpose:	
Other (receipt required) Purpose:	
Total	

Director _____
(Print name)

(Signature)

(Approval **)

* Director's expenses reimbursed for official business only

**Approval - All expenses approved by the CASI Treasurer except for Treasurer expenses which are approved by the President

**GREAT PEPPERS' MEETING
REIMBURSEMENT GUIDELINES (BOD 08/08)**

Chili Appreciation Society International (CASI) will directly pay to the vendor any Great Peppers' Meeting expense submitted in writing with the proper approval by the sponsoring Pod, Great Pepper, or officer.

CASI will reimburse the sponsoring Pod or Pod member for any expense documented by paid receipt.

CASI will issue advance payments for Great Pepper's Meeting expenses upon request by the sponsoring Pod's Great Pepper. The written request must include the payee's name, address and SSAN. Within 90 days after the Great Peppers' Meeting, the payee must submit detailed support for the advance, indicating balance due the payee or refund due to CASI of the unused funds. Any unsupported advances will be reported to the IRS on a Form 1099 Misc. Income at the end of the reporting year.

Suggested meeting guidelines are:

The Chili Appreciation Society International (CASI) holds an annual meeting each year, which is attended by all Directors, Great Peppers and members of the organization. The task of hosting this meeting by a Pod or Pods is not an easy undertaking and should not be taken lightly; it requires more work than you might think. The purpose for this meeting is to conduct necessary business of the CASI organization during the one day in September set aside for the business meeting.

- a. A location within the continental United States.
- b. A hotel reasonably priced.
- c. A meeting room with in that hotel large enough to accommodate the approximate number of attendees, to include tables, chairs and audio/visual equipment to conduct the meeting.
- d. Lunch on the day of the business meeting for all attendees.

The above are the only requirements needed by CASI to hold the Great Peppers' Meeting. The Board has voted to pay up to 75% of the cost, not to exceed \$10,000.00 of an approved budget. The budget for the upcoming meeting must be submitted to the Board for approval 90 days prior to the date set for the meeting. The Host must also submit invoices, receipts, etc., for all expenses submitted to the Board for payment. No payments will be made without supporting documentation and IRS Form 1099 could be issued to the host to protect the charitable status of the CASI organization.

The purposed budget should be kept as reasonable as possible. CASI will not pay for the activities not directly related to the meeting, such as transportation, tours, or meals, other than the lunch on the day of the meeting.

It is suggested the host try to hold outside activities to a minimum, trying to keep your focus on the meeting and hospitality areas. Keeping your meeting simple is the best and easiest to handle. The Great Peppers' Meeting is intended to address CASI business and all Directors and Great Peppers are required to attend. The subject of fees and charges will sometimes come up, who pays and who doesn't. All Directors, Great Peppers, and Regional Referees are exempt for any registration fees (if any), and charges for lunch on the day of the meeting. There also may be an occasion when there could be a person that is not covered by the above titles, but is an officer of CASI; i.e. TallyMaster. This person will also be exempt from any charges. Normal charges and fees would apply to all regular CASI members attending the meeting. The Board does reserve the right to exempt a person from charges or fees if deemed necessary.

The Board will provide some numbers and suggestions from several past Great Peppers' Meetings. Try to use them as a guide to help you make decisions for your meeting. The information provided will vary and most likely does not cover everything you will encounter in hosting a meeting, so don't hesitate to contact a Board member or someone who has been involved in hosting a meeting in the past for help.

The Board wants your Great Peppers' Meeting to be as successful as those in the past, but remember this is not a contest to try and outdo those who have come before you.

**POLICY FOR
EMAIL VOTING BY BOARD OF DIRECTORS**

It occasionally becomes necessary for the Board to vote on matters that are urgent and cannot be held until the next Board Meeting. In the event this occurs, the following will be the Board's policy.

1. When a Board member has an item that requires immediate action, the Board member will communicate by email with the President and Executive Director to determine if there is standing for the issue. For example, if the issue has been discussed previously and a CASI policy is in effect.

2. If it is determined the issue should be presented to the entire Board, the Board member presenting the issue will send an email to the entire Board in the form of a motion relative to the issue.

3. Another Board member will second the motion **prior to any discussion** on the matter. Failing to get a second, the issue will be held over until the next Board Meeting.

4. After a second to the motion is received, an email discussion will begin.

5. Forty-eight (48) hours after the commencement of the discussion, the Executive Director will advise that an email vote will be taken. Email votes will be sent to the Executive Director and President **only**.

6. The only exception to number 4 above will be if the motion and second occur on a Friday. In this case, the 48 hour time limit will be extended to the following Tuesday morning to ensure all Directors are aware of the correspondence.

7. After a vote has been submitted, it cannot be changed.

8. When all votes, or a majority of votes for or against the matter, have been received, the Board will be advised by the Executive Director of the outcome of the voting.

9. The email vote will be ratified at the next Board Meeting so as to ensure it is properly recorded in the Minutes.

Adopted BOD 01/10