

Government Oversight Committee Voting Processes and Procedures

General

With the exception of the situations described below, votes taken during the course of the Committee meeting will be handled as follows:

1. Quorum must be present
2. Motion and second must be made
3. Vote must pass by a majority of those present
4. No absentee voting
5. Specifics of the motion and the voting results will be noted by the Committee Clerk/OPEGA Administrative Secretary and documented in the Meeting Summary
6. No specific Voting Tally Sheet will be maintained

Votes Authorizing OPEGA To Begin or Schedule Reviews¹ and Votes on OPEGA Reports *(similar to the “Jacket” process used for bills)*

1. Quorum must be present.
2. Motion and second must be made.
3. Motion must pass by a majority of those voting. The exception is a motion on a Rapid Response review which must pass by two-thirds of whoever votes.
4. Member may abstain from voting only if the member has a conflict of interest as described in Joint Rule 104.
5. Specifics of the motion and the voting results will be noted by the Committee Clerk/OPEGA Administrative Secretary on a Voting Record Sheet which will serve as the record of the majority and minority “report”.
6. Voting members whose votes were not recorded at the meeting will be required to initial the Voting Record Sheet.
7. Absentee voting is allowed according to timeframes and conditions specified in Committee Rules.
8. Committee Clerk will make reasonable efforts to notify absent members of motions made that they can still vote on. This will typically be by e-mail.
9. The Voting Record Sheet and any pertinent written material from the Committee meeting will be maintained in Committee files in the OPEGA Office.
10. The final results of the votes will be noted in the Committee Meeting Summary.

¹ ***Includes votes to approve Annual Work Plan or make changes to the “approved” Annual Plan, and votes to initiate Rapid Response Reviews***