

SUBJECT: University Master Planning Committee (UMPC) Policy for Electronic Vote	Effective Date: 3/12/12	Policy Number: FSP2012 FPC0001
	Supersedes:	Page Of 1 1
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)	

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all University Master Planning Committee members and individuals submitting requests.

POLICY STATEMENT:

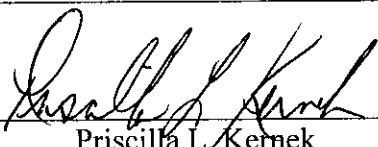
Electronic voting will only be conducted for urgent situations; all other requests will be discussed at the regular monthly meetings.

DEFINITIONS:

N/A

PROCEDURE:

In the event a UMPC request is not submitted in time to be presented at the monthly UMPC meeting, the UMPC requester may appeal to the Associate Vice President, Administration and Finance (Facilities and Safety), to perform an electronic vote, wherein the UMPC request (after acquiring the designated signatures) will be circulated by e-mail to all the voting UMPC committee members and put to a vote. Once the electronic vote has been sent to the committee members, there will be a 24-hour (one (1) business day) window for the committee members to cast their vote. Once the deadline has expired, a tabulation of the vote, along with the results (the majority vote rules) will be recorded and electronically distributed to all the committee members and the requester in the UMPC meeting minutes. A paper copy of the request and UMPC recommendations, with signature block, will be delivered to the President.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	3/12/12