



When a Board Vote is Required

The conclusion of a vote is sometimes referred to as a decision.

1. **Approving Minutes:**
 - The minutes of previous meetings are approved by a vote to ensure they accurately reflect what transpired.
2. **Financial Decisions:**
 - Any decisions involving the allocation or expenditure of funds require a vote. This includes approving budgets, financial reports, and specific expenditures¹.
3. **Nominations, Elections, Vacancies and Appointments:**
 - Approving Chapter Board of Directors slate presentation to chapter membership or officers requires a vote.
4. **Adopting or Amending:**
 - **Chapter Bylaws** Changes to the organization's bylaws require MPI approval per Article XIV of the Chapter bylaws, then a formal vote of the Board and finally chapter membership.
 - **Chapter Policy Additions** Addendum to the chapter's policies need MPI consultation then then a formal vote of the Board.

Examples of when the board minute is also recorded but may not have been a vote.

1. **Routine Operations:**
 - Decisions related to the day-to-day operations of the organization may not always require a formal vote but should be documented and agreed upon by the board¹.
2. **Committee Reports:**
 - Accepting committee reports may not require a vote unless the report includes recommendations that need board approval¹.
3. **General Consensus:**
 - For minor or non-controversial matters, the board may reach a decision through general consensus without a formal vote¹.

Board Vote Resource

Voting Methods

- **Voice Vote:** Members verbally express their vote (aye or no).
- **Show of Hands:** Members raise their hands to indicate their vote.
- **Ballot:** Votes are written and collected anonymously.
- **Roll Call:** [Each member's vote is recorded individually¹.](#)

Example Scenario

1. **Motion:** A member moves to Approve the consent agenda as presented.
2. **Second:** Another member seconds the motion.
3. **Discussion:** The board discusses the motion.
4. **Restate the Motion:** Restated by the Chair.
5. **Vote:** The chair calls for a vote.
6. **Result:** The chair announces the result of the vote.

By following these guidelines, you can ensure that your board's decisions are made in an orderly, democratic, and transparent manner. If you have any specific questions or need further details, feel free to ask your MPI Global Regional Operations Manager.

This resource was developed per Robert's Rules of Order

¹: Robert's Rules of Order Cheat Sheet

¹ MPI Chapter Bylaws Article IV