

Email Payment Guide Lines

To facilitate quick response for payment requests of less than \$1000 the following guidelines will apply

The Email PAYMENT REQUEST must be presented by a committee member with the appropriate documentation for consideration by the committee

Email to : TheVHPA@googlegroups.com

Header template : PAYMENT REQUEST *payment summary*

1. Each committee member may either;
 1. Approve
 2. Reject
 3. Abstain
 4. Not vote
 5. Veto for discussion at next meeting.

The first Approved reply will be considered as the SECONDER of the MOTION

The PAYMENT REQUEST will be

CARRIED if the total Approved vote is greater than half the *total committee*ⁱ

If after 72 hours of presentation of the PAYMENT REQUEST the MOTION

- Will be CARRIED if the Approve vote is in the majority and greater than half of a *quorum*ⁱⁱ
- Will be DEFERRED and presented at the next VHPA general meeting for consideration if a *quorum* has not been achieved, if the Approve vote equals the Reject vote, or if a Veto vote is received
- Will be NOT CARRIED if the Reject vote is in the majority and greater than half of a *quorum*ⁱⁱⁱ

A member of the *chair*^{iv} will make the final determination by responding to the original PAYMENT REQUEST with the words CARRIED, NOT CARRIED or DEFERRED with the vote count

ⁱ As defined by the Constitution, currently 15

ⁱⁱ As defined by the Constitution, currently 4

ⁱⁱⁱ As defined by the Constitution, currently 4

^{iv} President, Secretary or Treasurer