**Email payment guidelines.**

This system is not meant to replace consideration at committee meetings but to facilitate quick decisions for relatively small amounts where the time frame is so short that the decision needs to be made between meetings i.e. to fix damaged or broken equipment before an event. The limit for email payments is $1000

The email payment request must be presented by a committee member with the appropriate documentation for consideration by the committee.

Email to; VHPA@googlegroups.com with header template PAYMENT REQUEST

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[[1]](#footnote-1)

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 a quorum[[2]](#footnote-2)
* Will be deferred and presented to the next VHPA general meeting for consideration if a quorum[[3]](#footnote-3) has not been achieved, if the approved 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[[4]](#footnote-4).

A member of the chair[[5]](#footnote-5) will make the final determination by responding to the original payment request with the words CARRIED, NOT CARRIED or DEFERRED along with the vote count.

1. as defined by the constitution, currently 15 [↑](#footnote-ref-1)
2. as defined by the constitution, currently 4 [↑](#footnote-ref-2)
3. as defined by the constitution, currently 4 [↑](#footnote-ref-3)
4. as defined by the constitution, currently 4 [↑](#footnote-ref-4)
5. President, Secretary or Treasurer [↑](#footnote-ref-5)