# Rules for communication

The initial constitution of CRM-SIG had foreseen the possibility of e-mail votes by members in order to be able to react more quickly on minor or obvious issues, but also to include members that may not had the possibility to participate in one or another meeting. This has been used frequently in the past, but it appears that a silent assumption has arisen, that only the chair can call for an e-mail vote. Following the minutes of the 29th CIDOC –CRM meeting, the CRM-SIG publishes the following rules of communication:

1. Anybody can issue a CALL FOR VOTE by sending an e-mail to crm-sig with the subject “CALL FOR VOTE” in capital letters.
2. The subject of the vote must be formulated in a way that it allows for a clear YES or NO decision, and the reasoning for the subject must be clearly laid out so that anybody can understand the consequences of the decision. This applies in particular to implementation issues. For any non-trivial topic, partners are asked to raise an “ISSUE” at least a month prior to calling for a vote.
3. CRM-SIG members are expected to answer within 14 days. Public holiday seasons such as Christmas, Easter prolong the time-span of decision accordingly.
4. Anybody can answer YES, NO, or VETO.
5. A VETO should be used if the subject appears to have more consequences than laid out or more optimal solutions than the one proposed. Normally this should not occur, if the ISSUE has sufficiently been presented and discussed beforehand.
6. In case of at least one VETO vote, the issue is discussed in the next meeting. This rule helps to avoid the ambiguity of rejecting a well-understood subject from not understanding a subject.
7. Otherwise, 5 responses YES or NO are required to reach a valid decision by e-mail. A simple majority is sufficient.
8. Any topic to be decided in a CRM-SIG Meeting must be announced at least 14 days prior to the Meeting.
9. A decision achieved by e-mail vote or in a CRM-SIG Meeting can only be revised by raising a new issue with new evidence about the subject.