

Alaska HB 228 Psychedelic Medicine Task Force

Task Force Voting Procedures | Proposed for Review, v. 4-29-25

Reference: Excerpts from Procedure and Decision Process, Approved 2/26/25

1. The Task Force will use Robert's Rules of Order to conduct meetings, and make decisions via **majority vote**. A majority means a simple majority (50%+1), the majority of members present in a meeting, with the exception of the final report approval vote. Members are allowed to vote on items via e-mail.
6. The Task Force will conclude its primary task with a **vote to adopt the recommendations report** as a whole. The final adoption vote will record who was present to vote, and must be **approved by a majority of all seated Task Force members**; e-mail voting is permitted.
7. The Task Force will produce a **single recommendations report** adopted by the group, and determine how and where in the report to represent divergent views on specific topics.

Proposed Process for Voting on Recommendations and Final Report

Note: This will happen by e-mail and via electronic voting, there are no additional meetings scheduled.

1. **Preparing for vote:** Following public comment period (ends Monday, May 5), members review comments, re-read draft recommendations, suggest language changes, items to add or remove, etc. **Goal:** finish editing and produce a clean draft with a complete set of recommendations, before the voting process begins. Members will be asked to vote on recommendations as written.
2. **Voting on recommendations:** Facilitator will prepare a voting form (Google survey) for members to record their votes, and distribute to all Task Force members. Procedure will be as follows:
 - a. Each member enters their name (no secret vote).
Note: Alternates for a seated member do not have a separate vote; a member and alternate are encouraged to coordinate to ensure votes represent their perspectives.
 - b. Members will vote on each recommendation individually. Options: yes, no, abstain.
 - i. "Yes" vote means support for this recommendation in the report, as written.
 - ii. "No" vote means you do not support it being included in the report.
 - iii. "Abstain" vote means you are not taking a position on this item. Members are encouraged to participate in all the votes, but there are many reasons why a member may choose not to weigh in on one or more specific items.
 - c. Members can also provide written comments intended to publish in the final report. The voting form will include an open-ended paragraph response, or you can e-mail it.
Note: This comment option is only for statements you want included in the final report. Examples: a member can share a dissenting opinion, make alternative recommendations, or add other qualifiers to their positions. Including comments in this part of the survey means you consent to have that text published in the report.

If you wish to share comments with the Task Force and staff internally, these should be e-mailed; please also specify if they are or are not intended to be included in the report.

3. **Counting votes and preparing results:** Facilitator will compile results of voting, following the agreed-on procedures and successful voting thresholds specified in the Group Agreements:
 - a. Because voting will take place by e-mail, not during a meeting, the vote threshold for each recommendation is a majority of all Task Force members. A majority means at least 8 votes out of 15 seated members.
 - b. A recommendation that receives at least 8 “yes” votes will be included in the report. A recommendation that does not receive at least 8 “yes” votes will not be included in the report. Abstentions will be recorded, but do not alter the minimum threshold of 8 votes.
 - c. The facilitator will create a list of approved recommendations, and re-number the list accordingly. Votes will be recorded in the report without identifying information, but a summary of individual votes will be included as an appendix.
 - d. The facilitator will also compile member comments received for publication in the report. Each member’s name and designated seat/organization will be identified with these comments. Comments may be edited very lightly for spelling and grammar, but will otherwise be presented as received, to avoid changing the author’s intent.
4. **Preparing final report:** Members who volunteer for drafting help will prepare the final-draft report: introduction, background, bibliography and appendices. The facilitator will compile Task Force materials (meeting agendas, notes, group agreements, etc.) to include in an appendix as well.
5. **Final vote on report:** Once the full report draft is ready for consideration, the Task Force will be asked to vote by e-mail to formally approve the final report. This will be a single vote (yes, no, or abstain).
 - a. “Yes” vote means you agree this report accurately reflects the work of the Task Force, and should be considered the group’s official recommendations.
 - b. As noted above, there is room for disagreement: a member could vote against some individual recommendations, and still vote to approve this report. A member could express dissenting views through written comments, which would be incorporated and documented in the final report. A member could vote “no” or “abstain” on the final report.
 - c. The report is considered approved by the Task Force as its final product if it receives at least 8 votes by Task Force members. The vote result will also be documented in the report.
 - d. If the final approval vote for the report fails, facilitator and staff will seek direction about how to proceed; the Task Force has not completed its work until the report is approved.
6. **Official transmittal of final report:** When the Task Force approves the final report, per HB 228, it will be transmitted to the Legislature and Governor for acceptance by the end of 2025 regular session.