**SPC XXX [date] Letter Ballot**

**Please Read Carefully and Respond Promptly!**

**Closing Date for Letter Ballot: Insert Date and Time**

**Motion to approve XX (as attached) for publication public review.**

*Note: To pass, this motion requires affirmative votes of the majority of the membership, excluding abstentions. If you choose to vote no or abstain on this motion, please supply the reason(s) for your no or abstention vote. If there are negative votes with comments received then a recirculation ballot will be sent out with the tally and all voting members will be given an opportunity to change their votes (includes voting if the prior ballot was unreturned or changing a vote to yes or to no). The vote will be final at the close of any recirculation ballot, or by the date and time noted above if there are no negative votes or no negative votes without comments received.*

*Project Committee members that vote no* ***with comment*** *will be offered a right to appeal upon Board approval of publication of the document. Project committee members that vote no* ***without comment*** *will not be offered the right to appeal upon Board approval of publication of the document.*

**MOTION:** Do you approve XX, for publication public review?

 Yes\_\_\_ \_\_\_\_ No \_\_\_\_\_\_\_\_\_ Abstain \_\_\_\_\_\_\_\_

 Reason for negative vote or abstention:

 Additional Comments:

 Printed Name:

 Date:

 **Voting members please return the letter ballot by [Insert Date and Time] by email or fax**. If responding via email, please **do not** “Reply to All,” all responders should reply only to the sender of this e-mail. **Please return the ballot to:**

Name

Chair SPC

FAX

Email: