

Voting by Email or by Other Electronic Means Between Regularly Scheduled Meetings

Policy Type: Governance Process

Policy Number: #122

Date Approved: 1 Feb 2010

Date Amended:

Whenever a decision is required by a Committee and/or the Board between regularly scheduled meetings which is not anticipated to require discussion, members of the respective Committee will be provided with background materials, as is currently the case, and will be asked to vote on the matter:

- Yes
- No
- Wish to Discuss

All Board members are required to have an active email address. A deadline for response will be included in the request, and a quorum will be required to effect a decision. The results of the vote will be communicated to the Chair of the respective Committee or to the Board Chair. The Chair, or his or her delegate, will contact any person who indicates “wish to discuss” to determine the issue and provide clarification. If this approach does not address the individual’s issue(s) and, depending on the number of members who indicate they wish to discuss the matter, it will be at the discretion of the Chair whether to convene a conference call or special meeting.

In keeping with the structure of voting at Committee and Board meetings for motions, email “resolutions” will be moved and seconded prior to being forwarded to members for consideration. A resolution approved by a majority of members of the respective Committee and/or Board is valid and binding and of the same effect as if the resolution had been duly passed at a Committee meeting or a Board meeting and the approved resolution will form part of the minutes of the next Committee or Board meeting as the case may be.