

Policy Title Motions by eMail	Policy Type Administrative		Policy Number A-100
	Date Adopted	1 July 2018	Revision Date As Needed
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Policy Statement/Rationale

When a matter arises requiring urgent Board action, the President, in consultation with the Vice President or Secretary, may initiate a discussion and vote by e-mail in accordance with the following requirements:

Procedures/Responsibilities/Expectations

1. The prepared action will be sent by the "chair" (normally the President but this could be delegated to the Vice President or Secretary) to all Board members, via email, in the form of a proper motion with a mover and seconder. This initial message will invite discussion of the motion and will specify the date and time at which the vote will be taken. This deadline will normally be five days from the date of the original e-mail message but this time may be shortened if greater urgency is required or if the motion is routine.
2. When discussions are taking place, Board members shall use "Reply All" so that all members will receive all comments. When the vote is taken, members may send their votes privately to the person chairing if desired. There must be a quorum of Board members participating in the discussion. Thus it is important for Board members who are following the discussion but have not made a contribution to it to signal by a message that they are part of the discussion in order to form a quorum.
3. After the deadline has expired, the "moderator" will send out another e-mail message calling for the vote. When a majority of Board members has voted in the affirmative or a majority has voted in the negative, the chair will declare the motion passed or defeated in a final e-mail message. Sufficient "yes" or "no" votes must be received to constitute a quorum.
4. The motion, e-mail discussion and voting process shall be read into the minutes of the next regular meeting of the executive. There is not need for a "live" motion ratifying the original motion.
5. If a member does not have ready access to e-mail, the moderator will communicate the motion by phone or fax and relay any comments to the rest of the Board.

Approved by Motion recorded in minutes of: 2 May 2018

Recorded by: Nancy Garrod

Position: Secretary

Review: As Needed



Belleville Theatre Guild (BTG) Policy and Procedure Manual