

**NAG 6
LEGISLATION AND ADMINISTRATION**

POLICY FOR BOARD DECISIONS BY EMAIL

RATIONALE

From time to time the Board of Trustees needs to make a decision urgently such that it is not practicable to defer the matter until the next scheduled Board meeting.

PURPOSE

In cases of urgency the Board may make decisions by majority vote recorded in email communications between the Board members.

GUIDELINES

1. The Board chair will initiate email communications and email discussion in cases where a decision is to be made by email.
2. The email will specify the matter on which a decision is sought and a time limit for responses and will be copied to all Board members.
3. Board members may respond indicating their agreement or disagreement with the proposal.
4. A decision adopting the proposal will be recorded by the Board chair if a majority of Board members have indicated approval. Otherwise, the proposal will be rejected.
5. The Board chair will email all Board members advising the outcome.
6. The Board will record the decision at its next meeting.

Ratified: BOT: _____

Principal: _____

Date: _____

Review date: _____