

Policy regarding Decision-making by E-mail

POLICY NAME: Regional Council Policy regarding Decision-making by E-mail	Date Approved: July 16, 2019
	Review date:
Purpose: This policy outlines the parameters for making decisions using email. <i>The Manual 2019 - Appendix 3.4.2</i>	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council's Policy regarding Decision-making by E-mail and best practices regarding requests for urgent decisions between meetings of the Regional Council Executive.

UCC Manual 2019 Appendix 3.4.2 Decisions by E-mail (extracts pertaining to the R.Council)

At the discretion of the chair, decisions may be made between meetings by e-mail voting in circumstances the chair considers to be exceptional. E-mail voting may be conducted only if every member of the voting body has already provided the voting body with an e-mail address that ensures confidentiality. At the direction of the chair, the secretary circulates a proposed decision and initiates a vote by e-mail on it.

The email must contain a) the proposed decision and sufficient background to inform the other members of the voting body; and b) a specified time for replying to the e-mail, allowing for at least 48 hours from the time that the e-mail is circulated. The e-mail must be circulated to all members of the voting body, with all members' e-mail addresses visible. Members may ask questions of clarification and offer comments by e-mail, ensuring they are visible to all members. Members must vote by e-mail, ensuring their vote is visible to all members. Members must vote in the affirmative or negative without any conditions. A member may object to making this decision by e-mail, and if any two members so object, a meeting must be held in one of the other ways set out in the bylaws. Members may vote before the deadline, and may change their votes up until that time. If the number of votes cast is less than the minimum number of members required to be present for a meeting, the decision is not approved.

Following the deadline, the secretary must inform all members of the voting body of the voting results by e-mail. The secretary must include the proposed decision and the outcome of the vote in the minutes of the next regular meeting of the voting body.

Email Voting Policy

The Policy of Conseil régional Nakonha:ka Regional Council regarding decision making by e-mails is following the specific guidelines from the General Council as outlined in UCC Manual 2019 Appendix 3.4.2 when the President considers the one-item situation exceptional, able to be answered with a YES/NO response and the time-line such that the situation should not wait until the next regularly scheduled meeting of the Executive.