

**CONDUCTING BOARD BUSINESS BY EMAIL**

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COMMITTEE:	Governance Committee	PASSED:	22 Sep 2016
TOPIC:	Board Governance	AMENDED:	
		REVIEW PERIOD:	As required.

**BOARD GUIDELINES**

The Library may seek decisions from the Board on significant, pressing issues which arise outside of the regular meeting schedule, for example, during the Board’s summer/winter breaks.

**OVERVIEW**

If the Library Director is seeking the Board’s (or Board Committee’s) decision before the next scheduled Board (or Board Committee) meeting, the following will be considered by the Library Director before seeking an email poll:

- How soon a decision is required
- Whether the decision would be better made after further discussion and/or whether alternatives should be considered

In the event an email poll is considered desirable, the Board has adopted the following procedure to conduct an email ‘meeting’:

1. The Board (or Committee) Chair may authorize an email poll of the Board (or Committee) in order to arrive at the decision.
2. Background information and the proposed motion will accompany the email poll request. Attempts to verify all members’ receipt of the email poll receipt will be made, including follow-up by telephone.
3. All discussion must follow the same email thread; other emails should not follow this thread.
4. A minimum of 5 full days’ discussion is allotted before the votes will be counted and the decision confirmed.
5. Should 2 members declare a preference for an in-person meeting to discuss the item, the Chair shall call a special meeting, conference call or defer to the next regular meeting.
6. Trustees vote by sending a “reply-all” email with YES/NO/ABSTAIN on the motion.
7. For a decision to be valid in the context of an email meeting, a quorum of ballots must be returned. Unless otherwise provided for, this quorum is one half.
8. Minutes consist of the full transcript of the meeting, comprising all of the email messages that were part of the thread. The minutes will be included in the next regular Board or committee meeting package to form the record. The minutes will also include confirmation all members were contacted.