

DECISIONS REQUIRED BETWEEN MEETINGS POLICY

INTENT

The purpose of this policy is to provide the board of directors of the Library Association of Alberta with a means to make decisions between regular board meetings.

POLICY

The board shall:

1. Review and vote only on those motions that cannot wait until the next regularly scheduled board meeting.
2. Use board project management software or other electronic means to post and review information relevant to the decision prior to the vote being cast.
3. Immediately inform the ex-officio of the board decision made between meetings.
4. Ratify the decision at the next regularly scheduled board meetings.

PROCEDURE

1. The board chair should initiate the process with a clear statement of the question and a brief explanation of why the decision needs to be made now rather than at the next board meeting.
2. The board motion and vote can be made electronically.

RESPONSIBILITY AND ACCOUNTABILITY

The Association Governance Committee will review this policy every two years.

REVIEW HISTORY

June 2011
May 2022