

B&DBC Policy

ELECTRONIC COMMITTEE MEETINGS CONDUCTED BY EMAIL

Applies to: B & D BC Committee	Version: 1 (April,2020)
Specific responsibility: The President	Date approved:
	Next review date:
Policy context:	
<p>This policy relates to The B & D B C Constitution 2019</p> <p>20. Committee meetings and quorum</p> <p>(2) <i>Additional meetings of the committee may be convened by the president or any other member of the committee.</i></p> <p>(9) (a) <i>A committee meeting may be held in 2 or more venues using any technology approved by the committee</i></p> <p style="padding-left: 20px;">(b) <i>A committee member who participates using that technology is taken to be present at the meeting, if the member votes, is taken to have voted in person</i></p>	
Purpose	This policy provides guidelines for the B&DBC for when they conduct their meetings electronically by email or need to vote on an urgent matter prior to the next meeting
Policy	<p>Committee meetings may be conducted electronically, subject to the agreement of the president, by emailing the agenda and papers to all members and seeking responses to the recommendation by email.</p> <p>Electronic meetings are suitable where simple straight forward decisions can be made or approved. They do not necessarily lend themselves to an item that needs detailed discussion and the exploration of options, however if required, shall require extra time.</p> <p>A committee meeting may be appropriate in the following circumstances:</p> <ul style="list-style-type: none"> - If a matter arises between meetings, but it would be inappropriate for the president to make a decision (eg. approve expenditure of funds, approve a new initiative) - If it is known that many members will not be available and there would not otherwise be a quorum for the meeting - To replace a regular, scheduled meeting - If an additional committee meeting is required, <ul style="list-style-type: none"> o Eg. If at the regular, scheduled meeting it is determined that some items can be appropriately dealt with in an additional electronic committee meeting <p>Quorum and voting requirements are the same as for a regular, scheduled face to face meeting</p>
Responsibilities	<p>The President:</p> <ul style="list-style-type: none"> ● Decides that an electronic meeting is appropriate. ● Advises the committee of the outcome of the motion <p>The Secretary</p> <ul style="list-style-type: none"> ● The Secretary writes and distributes the agenda, stating what is required. The Secretary will record the date and time on the agenda. ● The Secretary records the members present, apologies, the voting and the resolution. <p>The Committee:</p> <ul style="list-style-type: none"> ● Participate proactively and within the time-frame

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<p>Procedure for calling an electronic meeting to replace a REGULAR scheduled face to face committee meeting</p>	<p>Once the President has approved an electronic meeting of the committee, then</p> <ol style="list-style-type: none"> 1. The Secretary advises the Committee that the following meeting will be held electronically at least 5 days prior to the meeting 2. The Secretary prepares and distributes the detailed agenda, reports, stating the time frame and response times to the emails 48 hours prior to the meeting. 3. Committee members acknowledge receipt of the agenda and their electronic attendance 4. Committee members to discuss and /or seek clarification on individual agenda items. They must include all committee members in their emails.
<p>Conducting the electronic meeting</p>	<ol style="list-style-type: none"> 1. The President opens the meeting with a welcome email that lists the agenda items requiring a vote and gives the response time. 2. Committee members to REPLY ALL when they vote on the motion/s 3. The President then advises the committee and secretary of the vote outcomes. 4. The Secretary records the resolution and the outcome for each agenda item 5. The minutes are collated and approved at the next committee meeting as per normal procedures.
<p>Procedure for an URGENT decision electronic meeting</p>	<p>Once the President has approved an urgent electronic meeting of the committee, then</p> <ol style="list-style-type: none"> 1. The motion will be taken to have been made by the committee member who raised it 2. The Secretary distributes the motion,(its mover and seconder), stating the time frame and response times to the email at least 48 hours prior to the urgent decision electronic meeting 3. Committee members should use REPLY ALL to discuss or seek clarification or make amendments to committee members regarding the resolution over that 48 period. 4. Committee members vote yes/ no/ or abstain. 5. Voting must be completed within the stated 48 hours
<p>Procedures for voting on an urgent decision</p>	<ol style="list-style-type: none"> 1. The Secretary emails the motion and the option to vote Yes/ No/ Abstain 2. Members respond with their vote and REPLY ALL. 3. The Secretary will record members present, apologies, the voting and the resolution. 4. The President will ensure the resolution if passed is enacted 5. The minutes will be approved at the next committee meeting.

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			