

Speech and Hearing BC Policy Statement & Procedures

I.9

AREA: Governance

SUBJECT: Motions and Discussion by Electronic Mail

POLICY:

Voting by email shall be conducted in a manner that is acceptable to the membership, shall enhance the operational efficiency and effectiveness of Provincial Council (PC) and shall use assistive technology to support province-wide involvement of PC. Where applicable, Speech and Hearing BC's Policy on Conducting Meetings, Provincial Council Voting, and use of Perry's Publication, *Call to Order*, will be used.

Use of Electronic Mail for making motions, debate arising from motions shall be limited to the following:

1. Motions on the floor that the Chair accepts as requiring further information or discussion prior to vote.
2. New Motions that are deemed by the Chair to be priority issues that require PC approval prior to the next meeting.

PROCEDURE:

Motions on the floor, awaiting vote:

- A Director may request further debate and/or that voting on a Motion be delayed.
- The Chair will determine whether a Motion will go to the PC via email for actions such as seconding, discussion and/or vote, or will be added to the agenda of the next meeting.

New Motions:

- A Director may send a motion to the Chair.
- The Chair will decide either to accept or reject the motion
- If a motion is rejected, the Chair will reply to the mover with an explanation
- If a motion is accepted the Chair will email the motion to all Directors, and request a seconder.
- Once seconded, the Chair will open the motion for discussion.

Discussion:

- All discussion will be sent to all PC members.
- Members will have a minimum of 10 calendar days for discussion, unless the Chair sets a shorter deadline due to time constraints for an urgent decision.
- A Director may address the Chair, asking for a vote. The Chair will decide when to call the vote.
- Votes will be emailed individually to the Chair by each PC member.
- Results of votes will be archived according to the policy on Record Keeping for PC Business.
- The policy on Provincial Council Voting will be observed where applicable.