

Polling Procedure

1. Polling between Board meetings, to get a decision on an issue, should only occur in exceptional and extenuating circumstances. In the event of the need for polling, the CAO consults with the Board Chair, and others to determine the recommended action.
2. The Executive Assistant to the CAO subsequently contacts each Board member by email or phone and provides an overview of the issue and the decision that is recommended. Note: The Board members have this opportunity to ask questions and address any concerns. The Executive Assistant to the CAO secures any additional information that needs to be gathered for a Board member before they make their decision.
3. The email includes the option to support the recommendation or not to support the recommendation. The Board member will be required to reply to the Executive Assistant of the CAO as soon as possible by a return email.
4. If the Executive Assistant to the CAO cannot contact the Board member, a message will be left indicating that a poll is being conducted and for them to contact the Executive Assistant to the CAO as soon as possible. The email will be forwarded to them for a reply.
5. The results of the poll will be tabulated to ensure a double majority decision. The results are conveyed to the Board Chair and the CAO communicates the appropriate actions relevant to the issue and the recommendation to the appropriate persons for implementation in as timely a manner as possible.
6. A resolution with the poll recommendation is presented in the form of a standard resolution as an information item at the next regular Board meeting to ensure transparency of the decision-making process. Copies of the poll results will be retained with the resolution for accountability.

Approved January 2018