



## **District of Sault Ste. Marie Social Services Administration Board**

### **Board Decisions Outside of Regularly Scheduled Board Meetings**

This section is to address those occasions where a decision concerning the mandated services and/or direction is required from the Board. These measures will be used in extraordinary circumstances.

#### **Procedure for Determining Board Action:**

1. The issue and all related background information is presented to or gathered by the CEO (ex: from Provincial Ministry officials, other DSSABS, AMO, OMSSA, etc).
2. The CEO contacts the Board Chair and provides an overview of the issue and the background information as well as options and recommendations available to address the issue.
3. The Board Chair decides if an emergency Board Meeting needs to be called or if the issue can be addressed through a phone and/or polling of the Board members.

#### **Emergency Board Meeting Procedure:**

1. In the event of an Emergency meeting, the Executive Assistant to the CEO contacts all Board members to set the soonest date possible for the meeting and arranges for the quorum of the Board.
2. The Emergency Board meeting is advertised through appropriate media.
3. All relevant staff are advised of the Emergency Board meeting and any preparations they are expected to make.
4. Any guests or potential presenters with information relevant to the issue are also advised of the time and date of the meeting
5. The procedures for a regular Board meeting are followed.