

District Executive Committee Email Policy

At times the District Executive Committee (DEXCOM) may have reason to discuss ongoing matters between official meetings and may be asked to vote on decisions using email or other online medium (i.e. WebEx, Skype, FaceTime, etc.). This policy seeks to outline clear pathways forward in such instances and addresses the following:

- When is email acceptable as a decision-making mechanism and what discussion and voting process should be used?
- When is a virtual meeting acceptable as a decision-making medium?
- When do decisions need to be made at a regularly scheduled DEXCOM meeting?

Email Communication and Voting

1. Any DEXCOM member may contact the District Superintendent (DS) about an item to be presented to the committee. A decision will be made by the DS whether the item will be presented at a future regularly scheduled meeting, at a virtual meeting, or by email.
2. Decisions pertaining to meeting dates, times, and agenda items, or general points of clarification can be made via email. These decisions do not require a DEXCOM vote.
3. On occasion between DEXCOM meetings, a decision requiring a DEXCOM vote may be requested via email. These decisions may include items such as church bylaw approvals, time-sensitive financial decisions, and approval of district committee members. Every effort will be made to ensure that email votes are regarding routine and uncomplicated items.
4. All DEXCOM members are allowed one vote.
5. If two or more DEXCOM members object to any matter being handled by email, and, in the opinion of the DS, the matter cannot wait until the next regularly scheduled meeting, a virtual meeting will be convened.
6. A quorum is always required for a binding decision, whether made by email, a virtual meeting, or a regularly scheduled meeting. For an email decision a majority of all DEXCOM members must vote in favour of a motion to pass.
7. When an email vote is necessary, the following process will apply:



- 7.1 The DEXCOM Chair or designate will send an email to all DEXCOM members that identifies the decision to be made, includes supporting documentation, and asks for members to make a submission speaking for or against the decision. This submission is typically limited to no more than a short paragraph or two.

DEXCOM members should reply with their submission using 'reply all', and any member with a conflict of interest or simply abstaining from the vote should advise so at that time. If DEXCOM members do not wish to make a submission, they must waive their right to do so (i.e. "I do not wish to make a submission.").

- 7.2 A quorum of at least six (6) DEXCOM members should respond. There should be limited discussion on submissions (i.e. no long email threads), and comments should be directed to the DS or the person otherwise directed to in the email. DEXCOM members should 'reply all' and state their case but should avoid lengthy debate and rabbit trails not directly related to the decision.
- 7.3 The question will be called by email 48 hours after the initial email was sent, assuming a majority of DEXCOM members have responded with either a submission or by waiving the right to make a submission and all relevant questions have been answered.
- 7.4 DEXCOM members are asked to reply within 24 hours from the call of the question using 'reply all'. DEXCOM members are asked not to change their vote after it is cast.
- 7.5 If a majority of DEXCOM members have not responded after the stipulated 24 hours, the DS or designate may send a reminder asking for the balance of votes to be cast.
- 7.6 If, after a further 24 hours, a majority vote has not been achieved either way (i.e. the motion is approved or fails), the decision may be tabled for a virtual meeting or the next regularly scheduled DEXCOM meeting at the sole discretion of the DEXCOM Chair.
- 7.7 An email decision is approved by a majority of all DEXCOM members and DEXCOM members will be advised of the vote outcome.
- 7.8 Once the vote is tallied, the decision stands and DEXCOM members should refrain from further comment, email or otherwise.
- 7.9 At the next regularly scheduled DEXCOM meeting, the decision will be included in the Consent Agenda to ensure it is officially recorded.



8. Complex decisions requiring lengthy discussion will be decided at a virtual or regularly scheduled meeting. A quorum is required for any binding decision to be made. Assuming a quorum is present, Roberts Rules of Order apply.

Email Ownership

Each DEXCOM member will have a unique email address assigned to them upon being elected or appointed to the DEXCOM. This email account will solely be used for DEXCOM communications and correspondence. Upon termination of involvement with the DEXCOM, access to the account will be removed.

All emails sent from and received to Canadian Pacific District (CPD) owned devices, and all emails generated and received that relate to the work of DEXCOM, regardless of the ownership of the device used, are the legal property of the CPD. The CPD owns such emails in perpetuity. As such, the CPD undertakes to safely store, archive, and guard the confidentiality of all such emails in its possession and requires DEXCOM members to do likewise on their own devices.

Amendments

April 2018

October 2019

April 2021

