

Policy Number	012-B-2007
Policy Group	Board of Directors
Policy Name	Electronic Decision Making
Date of Origin	September 2007
Date Amended	
Date Reviewed	November 2013

PURPOSE To identify a process for making decisions of the Board of Directors electronically.

SCOPE Board of Directors

POLICY STATEMENT SUN recognizes that time sensitive decisions may be required between scheduled Board of Directors meetings.

PROCEDURE

- 1) A summary of the information available to make the decision will be included in the email requesting the Board of Directors to respond by a certain date.
- 2) On the date set for response, the decision of the majority of the Board will be acted on unless the Board members feel they don't have enough information or if there is definite controversy, then the matter will be brought to the next Board meeting for further discussion and decision. If the matter is time sensitive, a teleconference may be scheduled.
- 3) Decisions to be made should be answerable by a yes or no.
- 4) The decision of the Board will be reported by email once made. The Executive Assistant will prepare a document titled "Email Decisions Since the Last Board Meeting." Issues which do not have adequate responses can also be brought forward through this document for a decision.