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| <b>Policy Number</b>  | 012-B-2007  |
| <b>Policy Group</b>   | Board of Directors  |
| <b>Policy Name</b>    | Electronic Decision Making                                |
| <b>Date of Origin</b> | September 2007  |
| <b>Date Amended</b>   |   |
| <b>Date Reviewed</b>  | November 2013, October 2015, November 2017, December 2019 |

**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 of Directors 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 of Directors 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 of Directors will be reported by email once made.
- 5) A report will be prepared titled "Decisions By Email." Issues which do not have adequate responses can also be brought forward through this document for a decision.