

## BOARD POLICY MANUAL

<b>Type:</b>	Governance Process	<b>Approved:</b>	March 19, 2013
<b>Policy:</b>	<b>GP-19 Board Communications (Internal)</b>	<b>Revised:</b>	February 15, 2024
		<b>Last Reviewed:</b>	February 15, 2024

### Purpose

The purpose of this policy is to establish operational guidelines and procedures for open and effective communication between members of the Board of Trustees. Further, that communication involving the Board, the Director and/or Principal is well coordinated and effectively managed.

This policy applies to all board members.

### Guidelines

1. The Board of Trustees has a duty to communicate effectively within the Board.
2. All communications between board members should receive responses that are timely, accurate, courteous and complete.
3. The Board shall ensure the coordinated delivery of information to each other and to its key employees based on the familiarity and responsibility on various matters.
4. The Board is responsible for matters involving governance of Saskatoon Society for Christian Education, Inc. Furthermore, the Board is an avenue of appeal for Society members in concerns of administrative unfairness in the decision-making process used by the Director and/or Principal.
5. Approved Board minutes will be posted on the board portal.

### Procedures

#### Communication Method

For recordkeeping purposes, Board communication(s) should be in writing, with email as the preferred method. The Board's email address is [board@saskatoonchristianschool.ca](mailto:board@saskatoonchristianschool.ca).

#### Individual Responsibilities of Board Members

- All Board members must maintain a personal email address that is only accessible by them. This email account is to be checked daily.
- Board members are to familiarize themselves with their obligations under the Confidentiality Agreement.
- Upon receiving a communication from another board member that requires immediate action, individual board members are expected to reply to the communication within a minimum of 48 hours of receipt. The e-mail should be copied to all other board members. Key employees may also be copied on the e-mails if appropriate. Individual board members are reminded the authority to govern is held by the Board and not by individual board members.
- When addressing or responding to emails, use the To: and Cc: fields properly. If you are expecting a

response or some other action from a recipient, list their address in the To: field. If you only wish for a recipient to get a copy of the email (for their information only), use the CC: field.

- Board members are to inform the Chair if they will be unable to perform their duties for a period of 7 days or more.

### **Passing of Motions via E-mail**

- When circumstances require that a motion be passed via e-mail, an e-mail will be sent to all board members, including a draft motion and the reason for the motion. Board members will then reply (using "Reply All") to vote on the motion. The first board member to reply will be considered to have made the motion. The second board member to reply will be considered to have seconded the motion. Once a majority of board members have voted to approve the motion, it will be considered to have been carried. The motion will be recorded in the next month's board meeting minutes and will indicate that it was passed via e-mail and the date that the vote was carried. Note that board members are unable to vote by proxy.
- If a board member wishes to recuse themselves (to be disqualified from all participation in the discussion and voting process due to conflict of interest) their request to do so should be made immediately following the receipt of the motion. That board member should then not be included in or copied on any further discussion on the matter, nor should that member be included in the voting process.
- If a board member wishes to abstain (to refrain from voting based on inadequate information on which to vote) their request to do so can be made at the appropriate time during discussions. That board member should then not participate in the voting process.

### **Questions & Requests for Key Employees from Board Members**

- If a board member wishes to ask a question of a Key Employee, that question should be sent via e-mail and copied to all board members.
- If a board member wishes to make a request of a Key Employee, that request should first be communicated to all board members. If a majority of board members agree with the request, the board shall make a motion (via e-mail if necessary) and this motion should then be communicated to the Key Employee. A copy of the motion should also be sent to the Administrative Assistant – Board.