



Te Pākihi o Maru

Together growing hearts and minds

ELECTRONIC DECISION MAKING PROCEDURE

Outcome

Te Pākihi o Maru Board has a clear procedure to follow when decisions cannot wait until the next regular board meeting, or under circumstances when the board cannot physically meet.

Procedures

A motion may be distributed to board members and voted on via e-mail, providing the following conditions can be met:

- The motion and any supporting information are to be distributed via e-mail by the presiding member.
- The resolution and any supporting documents must be provided 72 hours before a decision is required. This allows time for clarification of any aspect of the decision, sharing of opinions and due consideration of the motion put before the board. The email should state when voting needs to be completed by.
- All board members must respond confirming their identity using their first and last names and their decision regarding the motion (either their agreement, disagreement or intention to abstain). Board members are to email their reply by using the 'reply all' option, to allow transparency for all members of the board regarding the outcome of the vote. Voting replies should be sent from board members' usual (known) email accounts.
- E-motions require a unanimous decision – i.e. all board members must agree.
- When a motion involves business that would normally be held 'in committee' (public excluded business) all board members' email accounts must be private (i.e. not available to other members of their households).

The motion and outcome are to be recorded in the correspondence schedule (of the agenda) of the next regular board meeting. Copies of board member votes are to be signed by the chair and filed with the minutes of the meeting the decision is recorded in or with the 'in committee' minutes as is appropriate.

Sample electronic voting template

Te Pākihi o Maru School Board of Trustees 'E-motion' voting template	
Motion	
"That the Board agrees for the school to close on Thursday 16th March 2023 for the planned strike action.	
Supporting Information Provided	
Email from the Principal 13/03/2023.	
First Name	Last Name

Decision (Agree, disagree, abstain)	
Voting is to be completed by: 5 p.m. Thursday 21 May	