

GRACE UNITED CHURCH, Caledonia

Policy and Procedure Manual

Policy Title	HANDLING OF EMERGENCY/TIME SENSITIVE SITUATIONS BY CHURCH COUNCIL		Policy Number	PPM-A2.1
Date of Approval by Council	February 16, 2011			
Revision Dates	May 20, 2015; June 16, 2021	Date of next Review	May 2027	

PURPOSE:

To outline the process to be used when an emergency situation requires Council to deal with a matter where time is of the essence.

POLICY STATEMENT:

An emergency meeting of Council may be called at any time in accordance with the directions set out in *The Manual 2024*, Article A4, B7.7 and the Procedures for Holding a Meeting & Decision Making, 3.4.

In urgent situations where calling an in-person emergency Council meeting is not practical or a quorum for a meeting could not be confirmed, the Chair may elect to hold an electronic meeting via video or telephone conference call. In exceptional circumstances, the Chair may also ask for a vote by email according to *The Manual's* Procedures for Holding a Meeting & Decision Making, 3.4.2.

Alternatively, Council Executive has the authority to act as set out in the Constitution of Grace United Church (2015).

Minutes recording decisions made by electronic vote or by the Council Executive will be distributed to all members of Council as soon as possible and reviewed at the next regular Council meeting.

POLICY REVIEW:

Time Frame: Every three years

Committee Responsible: Church Council Executive
All policy revisions require Council approval.

Revisions:

June 2021: updated to reflect new e-mail voting procedures in *The Manual, 2021*.

CROSS REFERENCES:

GRACE UNITED CHURCH, Caledonia

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United Church of Canada - *The Manual*, 2024

A4 Meetings

B7.7 Meetings of the governing body

Procedures for Holding a Meeting and Decision-Making 3.4

Grace United Church Constitution (2015)

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