



1. Background

Though the Board usually makes decisions at Board Meetings, Circular Motions via email can help enable to the Board conduct business in a timely and convenient manner.

Section 39.3 of the Constitution states that:

The Board may conduct its business by a Circular Motion to all Board Members by email. Such a motion is to be approved and recorded in the minutes of the next meeting.

The term “Circular Motion” is not defined in the Constitution.

2. Purpose

To define “Circular Motion” and provide guidance to Board Members on when and how and under which circumstances Circular Motions may be passed.

3. Policy Statement

The Chairperson may propose a Circular Motion and is responsible for determining whether it is warranted and consistent with this Policy.

Circular Motions should only be used for matters that do not require lengthy or in-depth discussion by Board Members. If a lengthy or in-depth discussion is required to support the decision, a Board Meeting should be convened.

As it cannot be guaranteed that any material submitted by any Board Member would be considered by other Board Members before they vote, no debate shall be entertained on any Circular Motion. No amendments can be proposed to a Circular Motion.

Responses to a Circular Motion must be made by return email and must, to avoid confusion, contain both the text of the motion in question and the Board Member’s vote on that motion.

The timeframe within which votes must be returned, the format for doing so, and the process associated with the Circular Motion, must be clearly stated in the originating email. The timeframe must be reasonable regarding the decision sought, the context and the Board Members’ availability.

Circular Motions must be passed by a 75% majority. Only votes received within the stated timeframe will be counted. The total number of votes received must meet or surpass the quorum as stipulated in the Constitution, being the higher of four (4) or fifty (50) percent of Board Members.

In the event that two (2) or more Board Members oppose the Circular Motion, the proposed Motion must be withdrawn. The proposed Motion may then only be considered at a Board Meeting.



Once the Chairperson or the Secretary has been advised of the outcome of the Circular Motion, it should be communicated to all Board Members via email.

The details and outcome of the Circular Resolution must be recorded and confirmed in the Minutes of the next Board Meeting.

ADOPTION AUTHORITY: Board Meeting 2023/09/05

REVIEW DATE: By 2025/09/05

Associated Documents	Issued Date
New Spring Constitution	April 2020