

Email Vote Policy

Purpose: The affairs of The Lutheran Church of the Good Shepherd are in the hands of its Council members, whose duty it is to give deliberative control to the Church business. This requires the physical presence of a quorum of Council members at a Council meeting and cannot be act upon by proxy. In instances where Church Council cannot physically meet to decide urgent matters, this policy outlines three possible ways urgent matters can be dealt with.

Responsibility: Church Council is responsible for the administration of this policy.

Policy:

1. Teleconference

The meeting may be conducted by any means of communication by which all Council members participating may simultaneously hear each other during the meeting. (This provision allows teleconferencing and should permit web conferencing that combines voice or video communication with document sharing.)

2. Unanimous Written Consent

The Council may also act by unanimous written consent. Each Council member must sign a consent describing the action to be taken. Any of the Council's officers may circulate the proposed resolution as a formal consent attached to an email. The Council officer that circulates the proposed resolution must then collect all of the signatures. The consent may be signed electronically (John H. Smith) and delivered electronically as a PDF attached to an email.

3. Emailed Resolution

An email vote – that is, a proposal circulated and responded to by email – is essentially a proxy vote delivered electronically. Council cannot act by proxy. However, the council officers may send an email containing the full text of the resolution and informally poll its members and then ratify the decision with a formal in person or teleconference meeting or by unanimous written consent.

Revision History:

Original: Email Vote Policy, May 14, 2019