

Decision-making Between Meetings Policy – Billy Board

On the rare occasions that the Billy Board needs to make a decision between regularly scheduled meetings, the following procedure is followed:

1. The Board President acting alone or any other two Board members acting in concert can initiate a call for a Board meeting by phone conference when it is warranted.
 2. The convener(s) send an email with the subject line “IMPT: RESPOND IMMEDIATELY” to all board members alerting them to the fact that a conference phone meeting is being called, unless a board member has elected to not be notified by email in which case a phone call should be placed. The email and phone calls should explain the reason the decision must be made before the next meeting, and any supporting documentation or background information is sent along to help members understand the subject of the meeting.
 3. The convener(s) use a service such as Meeting Wizard, <http://www.meetingwizard.com>, to poll all members as to the best time to hold the meeting where the greatest number of members can participate.
 4. The convener(s) notify by phone all board members who do not respond to the Meeting Wizard email that the process is initiated, requesting that they respond to the Meeting Wizard polling process.
 5. The meeting convener(s) choose(s) the best time from the meeting after assessing the Meeting Wizard poll and
 - a. Sends an announcement of the date and time and conference line number for the meeting through Meeting Wizard, and
 - b. Leaves a brief phone message with all members, whether available for the meeting or not, to notify them of the meeting date, time and conference line number.
 6. The phone conference meeting is held, as long as the board quorum number is met according to Bylaws Section 5-4, via the agreed-upon phone number (such as a Mr. Conference conference room) or service (such as Skype).
 - a. The meeting chooses a facilitator and a minute taker.
 - b. Care is taken that all meeting participants are heard from and the Board Working Agreements are followed.
 - c. Formal consensus by roll call is required to finalize any decisions made.
 - d. Minutes from the meeting are taken to the next Board meeting for approval and then entered in the official foundation logs and website archive.
- Phone call responsibilities in #'s 4, 5.b can be shared among other members.
- Used very rarely as most decisions are better made with advance preparation and face-to-face deliberation at regularly scheduled meetings.