

THE ROYAL LIFE SAVING SOCIETY

POLICY NO:	RLSS012
POLICY:	VOTING OUTSIDE A MEETING
ORIGINAL POLICY:	July 2011 – Parameters for Flying Minutes
LAST REVIEW DATE:	14 March 2018
REVIEW DATE:	February 2021

1. INTRODUCTION AND PURPOSE

The Royal Life Saving Society (RLSS) has established this Voting Outside a Meeting Policy (previously known as Parameters for Flying Minutes) for use by its Board of Trustees (Commonwealth Management Committee) and Committees in expediting the decision-making process where possible and for information sharing.

When a Board, Committee or Working Group is required to make a decision on an issue before the next scheduled meeting, a Motion is prepared to facilitate the decision-making and approval process.

This policy outlines the process to be followed when a vote outside a meeting is deemed to be required by the Chair of the Board, Committee or Working Group.

2. DEFINITIONS

Motion means a formal proposal put to a committee.

3. SCOPE AND CONTEXT

Trustees, Committee and Working Group Members may be called upon to respond to a request for a vote outside a formal meeting of the Board, a Committee or a Working Group.

4. PARAMETERS FOR A VOTE OUTSIDE A MEETING

1. Where ever possible a 14day time frame will be provided for all feedback, comments and decisions by a vote outside a meeting.
2. When a decision by a vote outside a meeting is required, Committee members agree that:
 - a. A Motion will be circulated using a notice to sender which indicates that the Motion e-mail has been received. Before declaring a decision, an attempt will be made to follow-up with any Committee member for which a notice of receipt of e-mail has not been received.



- b. Any member may request that a Motion decision be deferred to a Conference Call. The decision to initiate a special Conference Call or defer to the next scheduled call shall rest with the Chair of the Committee.
 - c. If a Committee member does not reply within the defined time frame, they agree to support the majority.
 - d. A quorum of responses is required for a decision to be approved.
 - e. Action may be taken on a decision once there is a majority of votes cast for or against the decision, even when not all members have responded.
 - f. Decisions by a vote outside a meeting will be ratified by the Committee and recorded in the minutes of the next Committee Conference Call or face to face meeting.
3. A vote outside a meeting will be retained until such time as the decision has been ratified and the minutes of the meeting at which it was ratified have been approved.

5. ACCESS TO THE POLICY

This policy will be available for viewing by any person on RLSS's website or a copy will be sent upon request.

6. FURTHER INFORMATION

For further information on this Policy, please contact:

The Royal Life Saving Society, Commonwealth Headquarters,
Red Hill House, 227 London Rd,
Worcester WR5 2JG,
UNITED KINGDOM

Tel: +44 (0)1789 774229

Fax: +44 (0)1789 773995

Email: commonwealth@rlss.org.uk

Website: <http://www.rlsscommonwealth.org>

Attention: Deputy Commonwealth President

