



Policy Regarding the Use of Email for Conducting Board of Director Business

Policy regarding the use of E-mail for conducting Board of Directors Business

This sets forth the procedures for conducting official Connecticut Swimming Board of Directors business via email.

1. Any member of the Board of Directors may request BOD approval, via email, of matter(s) needing the immediate attention of the BOD.
2. Such matters should be reasonably documented and distributed to all standing members of the current Board of Directors, as well as to the CSI central office.
3. Approval of such matters will require a 2/3 approval of the standing Board of Directors.
4. Such matters require that a minimum of 5 calendar days be allowed for BOD members to respond.
5. All BOD responses should be directed to (and tabulated by) the CSI office.
6. All responses should be held on file at the CSI office until they are officially presented at the next BOD meeting.
7. All matters considered by email should be reflected under 'Old Business' within the minutes of the next meeting of the Board of Directors.

Oct. 9, 2002