

VILLAGE OF TIVERTON

TELEPHONE AND ELECTRONICS POLLS POLICY

PURPOSE:

TO ESTABLISH A POLICY FOR THE HANDLING OF
POLLS OF MEMBERS OF THE VILLAGE COMMISSION.

SCOPE:

This Policy is applicable to the Clerk, Chair and Members of the
Village Commission

REFERENCES:

VILLAGE AND MUNICIPAL GOVERNMENT ACT

DEFINITIONS:

1 TELEPHONE POLL: An arrangement where individuals are consulted individually by phone, provided with information, then asked for their approval. For the purpose of this policy individuals may be consulted in person or by telephone.

2 Electronic poll: An arrangement where individuals are contacted electronically provided with information and requested to respond with their approval or disapproval of the question presented.

3 POLLS: Telephone or electronic.

POLICY STATEMENT:

1. Polls of members of the Commission will be conducted by the Clerk requesting a decision on any matter. Whenever possible, electronic polls are preferred this includes text messaging, as they provide documentation of the individuals response.

2. The Clerk may delegate the Chair to conduct a poll of Commission members provided that the Chair is provided with sufficient information to respond to questions from members.

3. All reasonable efforts will be made to contact all Commission members.

4. If a request made in any poll is approved by all Commission members contacted, provided that number constitute a quorum, it is deemed to be approved and a resolution ratifying the decision shall be introduced at the next regularly scheduled meeting.

5. If a request made in any poll is not approved by all members contacted, the decision is deemed to be NOT approved.

6. If (Subject to Section 4) the request is not approved the Clerk shall have three options:

A. No further action is taken on the request.

B. A Special Meeting is called according to the Village Act or Village policy to deal with the request at which time majority and minority opinions can both be heard.

C. The request is deferred and placed on the Agenda for the next regularly scheduled Commission meeting during which time majority and minority opinions can be heard.

NOTE : THIS POLICY DOES NOT IMPEDE THE ABILITY OF THE CHAIR AND/ OR CLERK TO MAKE DECISIONS IN CASE OF AN EMERGENCY AS PRESCRIBE IN OTHER VILLAGE POLICIES AND BYLAWS.

Date of Notice: *Sept 27 2023*

known as Pol-3-2023

Date of Adoption: *Sept 27 2023*

Kendall Osuzur clerk

Policy effective Date: *Sept 2023*

J.C.I. chair