

Approved by Academic Board 4 June 2002

GUIDELINES FOR ELECTRONIC CIRCULATION OF PROPOSALS

RESOLVED AB02/32

That the Academic Board approves the guidelines for electronic circulation of proposals, as detailed in the document presented. (File 890729, 962097).

GUIDELINES FOR ELECTRONIC CIRCULATION OF PROPOSALS

1. Wherever possible, proposals should be considered at a Standing Committee meeting.
2. Electronic circulation of proposals should only be used in relation to non-contentious issues.
3. Electronic circulation should always be done in a format that is secure, portable, and platform independent.
4. The options of "approved" or "list for discussion at the next meeting" should be offered. There should never be a vote.
5. Approval has to be positive - ie. a majority of "approved" responses must be received from the people to whom the email was sent by the Secretariat before the proposal proceeds to the next level of approval, and no requests for "list for discussion at the next meeting". Return receipt should be activated so the Secretariat knows that all members who were sent the email have received the email. (File: 890729, 962097)