

## **SZBA Major Decision-Making Process**

Approved by the SZBA full members by vote as of May 30<sup>th</sup> 2015; formally adopted by the board at the July 15<sup>th</sup>, 2015 board meeting.

### **Decision-making process:**

The board may choose to include the membership in major decisions. At such times, the following procedures will be followed:

1. All full members will be given the opportunity to vote on a decision online;
2. The SZBA administrator and one member of the board will oversee voting and keep the identity of voting members private;
3. Members will have 30 days to vote from the date when the question is posted; and
4. The decision will be ratified by the board when there is support for it by a two-thirds majority of the members who actually voted.

### **Board guidelines:**

The board should consider the following questions in determining if the membership should be included in the decision making process:

- Does the decision have direct impact on voting members?
- Is members' buy-in to the decision important for the success of its implementation?
- Is there is time to create and manage a good process?

The board should retain decision-making authority in the following cases:

- The decision does not directly affect the membership. (e.g. internal governance issues, fiduciary decisions , etc).
- The membership cannot be fully educated on a matter.
- There is little time available.
- To put a decision to the membership would be burdensome to the members.

The board should establish a clear process, with clear statements of any issues and clear timelines for discussion and then voting. It is important to take into account the diversity and wide-dispersed nature of our membership when developing a particular process.