



Revision Date: 11-02-26
Revision #0

Central Alberta Soccer Association (CASA)

Email and Text-Based Motions for Executive Board Members Policy

1. Purpose

This policy establishes a structured process for conducting board motions via email or text message when time-sensitive decisions are required and it is impractical to convene an in-person or virtual meeting. The policy aligns with the **Alberta Societies Act**, the governance expectations of **Alberta Soccer Association (ASA)**, and the standards of **Canada Soccer**.

2. Scope

This policy applies to all members of the CASA Executive Board, including the President, Vice Presidents, Treasurer, and Directors.

3. Guiding Principles

- Decisions made electronically must uphold the same standards of transparency, accountability, and integrity as decisions made in formal meetings.
- Electronic motions are permitted only when:
 - The matter is urgent and cannot reasonably wait until the next scheduled meeting.
 - A quorum of Executive Board members participates.
 - The decision does not violate CASA bylaws or the Alberta Societies Act.

4. Authority

Under the Alberta Societies Act, decisions of the board may be made outside of a meeting if:

- All directors consent in writing, or
- The society's bylaws allow for alternative decision-making processes.

CASA bylaws authorize the Executive Board to manage the affairs of the Association and to establish policies for efficient governance. This policy formalizes the use of electronic decision-making.



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5. Acceptable Communication Methods

Electronic motions may be conducted through:

- Email
- SMS text message
- Encrypted messaging platforms approved by CASA (e.g., WhatsApp, Signal)

All communication must be:

- Sent through the contact information on file with CASA
- Accessible to all Executive Board members
- Retained for record-keeping

6. Procedure for Electronic Motions

6.1 Initiating a Motion

- Any Executive Board member may request an electronic motion by contacting the President and Executive Director.
- In extreme circumstances where the President is unavailable, the 1st Vice President may be contacted.
- The President or 1st Vice President determines whether the matter qualifies as urgent.
- The Executive Director drafts and circulates the motion to all Executive Board members.

6.2 Motion Format

The motion must include:

- The exact wording of the proposed motion
- Background/context
- Deadline for voting
- Instructions for responding (“Yes,” “No,” or “Abstain”)

6.3 Voting Requirements

- A quorum of Executive Board members must cast a vote before the deadline.
- A simple majority of votes cast is required unless bylaws specify otherwise.
- Votes must be submitted in writing (email or text) from the member’s registered contact information.



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6.4 Recording Results

The Executive Director must:

- Record each vote verbatim
- Confirm the final tally
- File the motion and voting record in the Association's official records
- Present the motion for ratification at the next regular board meeting

6.5 Ratification

- Electronic motions take effect immediately upon approval.
- They must be included in the minutes of the next board meeting for transparency and archival purposes.

7. Restrictions

Electronic motions may **not** be used for:

- Amendments to bylaws
- Removal of directors
- Matters requiring confidential discussion
- Decisions requiring member approval under the Alberta Societies Act

8. Record Retention

All electronic votes and related correspondence must be retained for a minimum of seven years in accordance with CASA's record-keeping policy and the expectations of Alberta Soccer and Canada Soccer.