

Transition Sooke – Revised Decision-Making Policy (passed Aug 5, 2020)

Who makes decisions?

Transition Sooke is a non-hierarchical organization, hence decisions are not made by the board; decisions are made by the Active Members (as defined in the membership policy). The quorum to make decisions is presently three members.

How do decisions arise?

Decisions arise primarily in two different ways:

1. Someone comes to a meeting with a proposal and they are seeking a decision.
2. A discussion takes place in a meeting and it becomes apparent that in order for the discussion to move forward, a decision must be made.

How are decisions made?

Decisions usually begin with a motion, which is proposed by one member and seconded by another. The motion, which is best presented in writing to the members before or during the meeting, may be modified by the group provided the person who made the motion agrees to the changes.

Most decisions are straightforward and can be made by a “loose consensus” process. For example: approving minutes, accepting a report, etc. This is easier when we are face-to-face, but also possible when we are meeting virtually.

If there appears to be some disagreement in the room, after considerable, inclusive discussion, including a consideration of taking the motion to committee, deferring the decision, seeking more information, etc., then a vote would be called. The results of the vote are determined by a simple majority.

Where are decisions made?

Decisions are made at monthly general meetings and at the annual general meeting (AGM), whether they are in-person or virtual.

In some situations, in between monthly general meetings, a situation may arise where a decision needs to be made before the next monthly meeting. These decisions are made by email. Anyone who wants a decision made, would forward the decision to one of the board members who would send an email to all Active Members and ask them to respond in two days. The email is sent out to the Active Members list with a subject line that clearly says “DECISION.”

How are decisions recorded?

The wording of the motion, the person who moved it, the person who seconded it, and whether it passed, failed, was deferred or removed are all recorded in the minutes of the meeting. Decisions made by email would be recorded in the minutes of the next general meeting.