Circular Resolution Guide

When a board or committee needs to make an urgent resolution/decision before a meeting can be called, a circular resolution can be issued. The Minute-Secretary of the meeting has typically been the one to issue these Circular Resolutions with the approval of the Chair of the committee.

**The Notice of Circular Resolution / The Email**

An email to all voting members of the Committee should be issued with the following information:

* The time period where voting is permitted (opening and closing date/time)
	+ Typically 48 hours but can be more if deemed ‘reasonably necessary’
* The members eligible to vote for the Circular resolution
* The motion being proposed
* The mover and seconder
* Any background information regarding the motion
* Any attachments or supporting documentation for the motion that are relevant

Created a PDF with the same information that you put into the email using the template below.

Here is a [proposed Circular Resolution Template](https://drive.google.com/open?id=1qMa5vjkf-VW26lwLf-2Op8MD4cUvwbmc)

**Voting**

Once the period for voting has ended, count the votes received. In order for a motion to pass, it must have **more “For”** than against/no responses. The Chair only has a casting vote if there is a tie, so do not count the Chair’s vote unless it is required to break this tie.

**Issuing the Verdict of the Resolution**

When the voting period has closed, issue a notice if the motion has lapsed (not passed) or if it was passed (becomes a resolution). Number the resolution sequentially relating to how many circular resolutions have been issued in that year.

Here is a template of a [RESOLVED (passed) Circular Resolution](https://drive.google.com/open?id=1Aqlz8cfyq2ip49MfBmdkLQGuT1Afl6bm).

Notify the Chair and the Committee members if the motion lapses (does not pass) or if the motion is passed.

**Documentation / Record Keeping**

If the motion is not passed, create a similar document but without a resolution (since the motion failed and was not resolved) to note that the motion had failed in this instance. This is just to keep a record of what has occurred. The Chair may want to re-issue the same motion should a significant number of members not voted during the proposed voting period which caused it to fail.

This should be stored on the Committee Drive, and once the Circular Resolution is approved by the Committee, it should also be uploaded onto the Guild’s website where the minutes are stored but also the Guild’s Shared Drive. For more info on record-keeping, see the document called “[Filing and Uploading Committee and Board Minutes](file:///R%3A%5CResearch%5C2019%5CCorrie%20Parental%20Leave%20Handover%5CGuides%20for%20EO%20jobs%20and%20tasks%5CFiling%20and%20Uploading%20Committee%20and%20Board%20Minutes.docx)”

**Submitting Minutes of Circular Resolution:**

The next meeting of the Committee or Board will be required to approve the minutes of the Circular Resolution (only if it has been resolved/passed). Make sure these are included in the next agenda with a motion to approve them.

**Bylaws –**

Please see Section 16 of the [Guild Bylaws](https://www.guild.curtin.edu.au/files/Student%20Guild%20By-Laws%202018.pdf) for more information regarding Circular Resolutions