

The Porter Electronic Communications Policy

Electronic technology is an essential part of our lives. It is of major importance to the Board of Directors for communicating, polling, and other forms of information sharing and gathering. Electronic communication in most instances cannot, however, substitute for the conducting and recording of Association business at the Board's open monthly meetings. Formal minutes of Board meetings assure transparency and appropriate documentation.

Whenever possible, Association matters that require action shall be considered and resolved by the Board of Directors at scheduled meetings, with two notable exceptions:

- Votes in matters that are time sensitive may be conducted electronically. All Board members must vote and the vote must be unanimous. In the event that a director has been absent from a meeting at which the matter was properly considered, and therefore lacks appropriate information and perspective, he or she may formally abstain from voting.
- The vote shall be ratified at the next scheduled meeting of the Board and entered into the minutes.
- Emergency situations—that is, those that are urgent and require immediate action—may also be voted upon electronically. All Board members must vote and the vote must be unanimous, then ratified at the next scheduled meeting and entered into the minutes. If the electronic vote is not unanimous, an emergency Board meeting shall be convened.

Except under the exceptional circumstances identified above, action items shall be presented before the Board of Directors at its regular meetings for real-time discussion and resolution. Board members—and any Shareholders in attendance—must have the opportunity to deliberate as a gathered body so that everyone receives the same information at the same time, questions can be asked and issues raised in a group setting, and decisions made wisely and thoughtfully.

Approved by Board Action March 23, 2017
Revised August 21, 2018