
Electronic Decision Making via e-mail/ SharePoint – guidelines

Based on the guidance provided at the October 2012 Council meeting, guidelines are elaborated below for electronic decision-making via e-mail/SharePoint.

Draft Guidelines for electronic decision-making via e-mail/SharePoint:

Based on Article 11 of the [ICES Convention](#) and the [Rules of Procedure](#) (See Rule 13 and 14), the role and duties of the Bureau are summarized as follows:

1. To prepare for the meetings of the Council and the Finance Committee; to implement decisions taken at these meetings; to be responsible for duties incidental to the remits of the Council and Finance Committee; and to ensure that these are reported at the annual Finance and Council meetings.
2. To elaborate recommendations, including any financial aspects, on the work of the ICES for consideration by Council, after consultation with the appropriate committee;
3. To advise on the appointment of strategic personnel in the organization.

Accordingly, the Bureau is entrusted and responsible for duties incidental to the remits of the Council and Bureau meetings, and obligated to report on these activities at the annual Council meeting.

Council electronic decision-making via e-mail/SharePoint will be used only for time-sensitive budgetary decisions (e.g. the 2012 inter-sessional Council vote for approval of funds for investment in IT infrastructure), and appointments/approvals (e.g. the 2013 appointment of the new Finance Committee Chair) requiring approval outside of the annual Council meeting.

This is in accordance with Rule 6 of the Rules of Procedure;

“In cases of urgency between meetings of the Council a vote of the Contracting Parties may be taken by post or by electronic means, in which a simple majority shall be a simple majority of the Contracting Parties.”

In such cases, the following procedure will be used:

- Delegates will be notified via e-mail, using delivery and read notifications, to ensure that all Member Countries are aware of the need for an electronic decision.
- The e-mail will contain the necessary background information and a link to a password-protected SharePoint site. Normal voting rules of the Council, as described in Article 8 of the Convention, will be followed.