

# Border Terrier Club of America Policies and Procedures Manual

## 2-29 Board Business on the Web

1. The purpose of the Board Business Section of the Border Terrier Club of America Web Site is to facilitate communication with the BTCA membership. Such communication will include issues that are under consideration by the Board and the results of Board Polls and Consensus Actions.
2. The page will be updated at least once a month and more frequently when necessary.
3. The Board Business Page will be part of the BTCA Members Only Web Site. Pending completion of Members Only Web Site, Board Business as detailed below may be displayed on the Public Web Site to the extent that the Officers and Board deem appropriate.
4. This page will be maintained by a Web Site Committee Member and only Board Approved information may be uploaded. In the event that there is no Board member on the web site committee who can manage the updates, the information for the Board Biz page will be supplied to the Web Site Committee. In either case, information to be uploaded must be approved by the President reflecting the neutrality of his/her position.
5. The following information will be uploaded in a timely manner:  
NOTE: The format for the Board Biz Index page, motions, consensus actions and minority/majority opinions has been established. Any change in format is the responsibility of the Web Site committee but requires Board approval.
  - Poll results together with a summary of the reasons for or discussion leading up to the poll, the motion, who made the motion, who seconded the motion and the voting breakdown by individual, including "not voting".  
Supporting and dissenting opinions will be summarized in the event of a split decision.  
**NOTE:** Secret Ballots, as allowed under the Constitution and Bylaws, will not be reported in detail with regards to the voting breakdown by individuals.
  - Nominations for vacant Board positions and election results.
  - Minutes of the Annual Board Meeting
  - Minutes of the Annual General Meeting
6. The Board Business Web Page will be used to provide an overview of Topics under discussion by the Board. This may be as simple as the topic heading or may include a brief description. The information must be approved by the President reflecting the neutrality of his/her position and supplied to the Web Site committee member responsible for the Board Business page updates.
7. In addition, the Board Business page may be used to solicit input from the membership when appropriate. A consensus of the Board members is required prior to uploading items seeking membership input. Whoever is designated to receive the input will be responsible for documenting the input and forwarding it to the Board for discussion and possible action. Feedback will be compiled and provided to the membership via email or the Board Business Page as appropriate.
8. E-mails generated from the automated "send an email" functionality on the Board Business page that are directed to the entire Board will be responded to by the Secretary with the consensus of the Board and a copy uploaded to the BTCA Board List for archive purposes.
9. E-mails generated from the web page that are directed to individual Board members should be responded to in a timely manner by the Board member and a copy uploaded to the BTCA Board List for archive purposes.
10. The Borderline will remain the official means of communication with the membership and information that is published on the web page will be included in the Borderline at the first possible opportunity.
11. Information that has been published in the Borderline will be identified on the Board Business index page with an annotation indicating the issue of the Borderline in which it was published.