

# **Florida Local Government Information Systems Association**

## **Action Without Meeting Policy**

It is the policy of the Florida Local Government Information Systems Association (FLGISA) per Article VI Section 6 of the By-Laws to allow Action Without Meeting. A Board member may request, and the Board of Directors may act without a meeting under the following conditions:

- The request to act is made to the President.
- The President will email the Board of Directors asking for consent of the Board of Directors to act without a meeting. The email shall include a date and time that Board members must respond by. A majority vote will authorize such action.
- A board member can request a discussion meeting for further clarification before the voting deadline.
- Once the deadline has passed, the President will inform the Board of Directors of the status of the action.
- The action, if passed, will be filed in the minutes of the next Board meeting.

**Approved by the FLGISA Board of Directors on July 22, 2019.**

**Revised Policy Approved by the FLGISA Board of Directors on September 10, 2021.**

**Revised Policy Approved by the FLGISA Board of Directors on September 22, 2023.**

**Revised Policy Approved by the FLGISA Board of Directors on January 26, 2026.**