



## Policy for 'per capsulam' or non-meeting board decisions

### “ Per capsulam

*per ca'psulam (lat., from per and ca'psula 'small pouch or box').*

If a matter is decided by a board or similar when members are not in physical attendance, ie. by letter (in Rome transported in a 'capsula'), or by phone, etc., it is a decision per capsulam.

- *National Encyclopedia of Sweden*

The board may take decisions outside scheduled meetings, 'per capsulam'. Per capsulam decisions should only be taken in relation to urgent issues that cannot wait until the next scheduled board meeting.

Per capsulam decisions are to be taken by e-mail. The President, or if so agreed between them the Vice-President, sends a message to all board members informing them of the vote. The message must have the following contents:

- the words 'PER CAPSULAM DECISION', or if in Swedish 'PER CAPSULAM-BESLUT', in the subject line;
- a thorough description of the issue and its background and consequences - all the information needed for board members to make an informed decision;
- a clearly worded proposition to be answered in a YES or NO fashion;
- the specific date and time the vote closes.

The vote closes 72 hours after the message is sent, during which board members are encouraged to discuss the issue. Board members vote by replying YES or NO (JA eller NEJ), along with their name. All board members are considered to be in attendance during a per capsulam vote. The matter is decided when all members have voted or 72 hours have passed, whichever comes first. Votes that arrive after 72 hours have passed are to be considered abstentions.

When the matter is decided the original sender (President or Vice President) sends a message stating again the proposition, the final tally of votes cast for and against, as well as abstentions, and by which board members. All per capsulam decisions are then recorded at the next board meeting and added to the minutes, making them public to members and others.