

# EMAIL

When using EMAIL as a director, remember that email is best used for education and questions only. Email can not be used for decisions unless unanimous consent in writing is obtained.

Ohio law states that decisions not made at a board meeting may be made outside of a meeting in “in a writing” with the approval of all of the directors. The statute states:

**Ohio Revised Code Section 1702.25 – Action by directors without a meeting**  
(A) . . . the directors without a meeting [may take] any action that may be authorized or taken at a meeting . . . with the affirmative vote or approval of, and in a writing or writings, signed by, all of the directors

When unanimous decisions are made by email, CMOC includes those decisions on the next Board Meeting agenda to be ratified and made a part of the meeting minutes.

If a Board Member does not have a computer/email, then someone has to get a handwritten vote from that Board Member.

## **Seven Email tips**

1. Use a descriptive subject line
- 2 Don't type in all caps
- 3 Lay off the exclamation points
- 4 Keep it simple
- 5 Use humor with caution
- 6 Be careful what you forward
- 7 Proofread

Sources- Kaman & Cusimano, Google- [www.grammarly.com/blog](http://www.grammarly.com/blog)