

# Making decisions between meetings

Policy statement



United Kingdom  
Mathematics Trust

## 1. Urgent decisions

If the Chair, or, if the Chair is unavailable, one of the Vice-Chairs, deems that a matter is urgent and needs to be determined before it would be possible to convene a meeting of the Board of Trustees, then a resolution which has been assented to, either by a written signature, or by an email message, by at least two thirds of the members of the Board of Trustees entitled to receive notice of a meeting of the Board of Trustees, shall be as valid and effectual as if it had been passed at a meeting of the Board of Trustees duly convened and held.

## 2. Non-urgent decisions

Proposals requiring a decision before the next Board of Trustees meeting can be put to members of the Board of Trustees by the Director, the Operations Managers, the Chair or a Vice-Chair, by email. In order for a resolution to be passed, a response is required from at least two thirds of the members of the Board of Trustees. Unless it is specified that the matter requires an urgent decision, Board of Trustees members will have at least five working days to respond before a final decision is confirmed based on a majority vote.

## 3. How Abstentions Are Dealt With

If a Trustee chooses to abstain from casting a vote, their abstention will be subtracted from the total vote count. The decision is then based on counting the majority of votes that did not abstain.

## 4. Policy Governance and Related Policies

4.1 This Policy is owned by the UKMT's Risk and Compliance Committee and will be reviewed and recommended for approval to the Board of Trustees.

4.2 This policy statement should be read alongside all our other policies, procedures and related documents.