

Online document development policy for Council of Academic Professionals
May 2004

Documents and discussions may be initiated by any member of the council between meetings. The entire council should be alerted to these discussions via email, with discussion taking place on the bulletin board.

Any formal draft of a document will be presented to the council as a whole for review. These documents will be posted to the CAP bulletin board, and notification of their posting will be emailed to the entire council. When an author presents a document, he or she will set a deadline for the end of discussion. A minimum of 24 hours will be allowed for discussion. Discussion should take place on the bulletin board, allowing the author to use this discussion to make revisions to the document. Determining the attitude of the council and choosing which revisions to make will be at the author's discretion.

Multiple drafts of a document can be created and posted, with the author setting deadlines for the end of discussion on each subsequent draft. Once the document is completed, it will be given a place on the agenda of the next CAP meeting. Voting will take place at the meeting, following standard CAP rules.

If a document must be completed before the next CAP meeting, it may be voted on electronically at the discretion of the chair or his or her designate. These procedures will only be used when the council is faced with a deadline that falls before the next CAP meeting.

In these cases, the document will be posted to the bulletin board and notification sent to the entire council. A deadline for end of discussion will be set by the author. Upon this deadline, a vote will be announced and taken via email to accept or decline the document. Council members will use "reply all" on their email votes. The length of the vote will be set by the chair or his or her designate but will not be less than 24 hours. No changes will be made to the document prior to the vote. Instead, the vote will be used to determine whether or not changes must be made.

A quorum of CAP members must take part in the vote for it to be considered valid. If this quorum is not reached, another vote will take place, using the procedures above. If a quorum is reached and the document is accepted, it will be acknowledged and, if necessary, sent to its intended recipients by the chair or his or her designate.

If a quorum is reached and the document is declined, the author will determine the attitude of the council and make the appropriate revisions. New versions will be posted, announced, and voted on, per the above rules until a version is accepted.