

Board of Directors

Board Meetings: Agenda Development, Schedule and Protocol

GFOA Alberta – Policy Manual

Policy Type: Board of Directors	Number: 2.3.2
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Policy Name: Agenda Development, Schedule and Board Meeting Protocol	Original Effective Date: May 6, 2020 Date of Last Amendment:
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The Board of Directors (Board) is committed to effective and efficient meetings.

Agendas and Minutes (see below for agenda format)

- Meetings are based on a prepared agenda.
- Agenda topics will be determined by the President, in consultation with the Executive Director.
- The Executive Director will communicate all necessary information to the Executive Administrator who is responsible for the preparation of the agenda.
- Any Board members wishing to add items to the agenda are responsible for providing notice of agenda items, including a description of the item and any necessary documentation, to the Executive Administrator no less than one week prior to the meeting.
- Electronic copies of the agenda and associated supporting documentation will be distributed to the Board and the Executive Director no less than 3 business days prior to the meeting.
- Additions and/or amendments to the agenda may be made at the time of the meeting but should be limited to emergent items and require a resolution of the Board.
- All matters requiring a decision of the Board are to be included in the agenda as separate meeting items.
- All items in the agenda are to carry a recommended course of action and where appropriate supplemented by supporting documentation.
- The agenda is to be collated with the agenda items placed in the agenda order and marked with the agenda number. The agenda package will be consolidated into a single document.
- Minutes of all Board meetings will be recorded by the Executive Administrator.
- The Minutes are to clearly show resolutions and action points and who is to complete the action.
- The Minutes will be available two weeks after the meeting is held whenever possible.
- Minutes of the previous meeting will be presented for approval by resolution at each Board meeting.

Meeting Procedures

General:

- Meetings are held with the expectation that Board members have prepared for the meeting and will participate in all discussions at all times within the principles of acceptable behaviour.
- Meeting times and dates are established by the Executive Administrator based on the Board input regarding availability.
- Board meetings (via teleconference) will generally be held at least once per month.
- In-person meetings shall be held annually in the fall. Additional in-person meetings will be at the discretion of the Board.
- Quorum at Board meetings is 5 out of 9
- All Board members, including the President, have an equal vote in decision making and are expected to vote on all matters before the Board.
- A carried motion requires a majority vote of present Board members.
- Tie votes result in a defeated motion.
- Any Board member with a conflict or pecuniary interest in any issue shall not take part in any debate on such issues and will be asked to leave the meeting for the duration of the debate.

Special Meetings:

- A special meeting may be called by the President at their discretion.
- Advance notice of special meetings should be provided where possible to all Board members, the Executive Director and the Executive Administrator.

Closed Meetings:

- The meeting may, by resolution, be closed to the public for any reason allowed for in the Freedom of Information and Protection of Privacy Act.
- No decisions of the Board may be made in a closed session.
- A resolution is required to both close the meeting and re-open it.
- The Board has the discretion to include any individuals it so chooses in a closed session.

Member Participation

- Members at large with issues for the Board must contact the President who will decide if it's appropriate that the member attend a future Board meeting to discuss the matter further.
- Board approved Minutes will be posted to the Members Only section of the website for reference by Members.

Motions/Amendments:

- Motions and amendments do not require seconding.
- Motions and amendments once proposed may be withdrawn.
- Any Board member may propose an amendment to any motion regardless if they made the original motion.
- No further amendments may be accepted until the first one is disposed of.
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.
- Defeated motions may not be reintroduced to the Board unless a motion allowing for the reintroduction of the issue is first passed.

Agenda Format

AGENDA
GFOA Alberta Board Meeting
Date
Location
Time

1. Welcome / Introductions
2. Additions to / Adoption of Agenda
3. Minutes
 - a. Date of minutes
4. New Business
 - a. Example
 - i. Example
5. General Updates
 - a. Example
 - i. Example
6. For Information Only
 - a. Example
 - b. Example
 - c. Example
7. Date & Location of Next Meeting
Type of Meeting (in-person/teleconference): Date
8. Adjournment