

Approval Authority: Board of Governors

Last Approved: April 19, 2013

Administrative Responsibility: President

Next Review: 2024-2025

Board Governance Policies

5.1 Governance Process

F. Meetings of the Board

POLICY

Meetings of the Board will be consistent with the relevant Board Bylaw. In addition the following apply:

1. **Annual Meeting:**

Annually during one of its regularly scheduled Fall Board meetings, the Board will conduct its elections. The President shall chair the election process.

2. **Board Agenda:**

The format shall be set by the Chair. The Chair is responsible for determining, in collaboration with the President, the Board agenda. In addition, the agendas for regular meetings will over the course of each year address the items contained in the Annual Board Planning Cycle and Agenda Development policy.

As a courtesy, a Board member wishing to place an additional item on the agenda should advise the Chair in advance of the Board meeting. The Chair will have the right to decide whether or not to allow the item to be added to the agenda prior to the meeting.

Potential agenda items shall be carefully screened to ensure that they relate to the Board's role and responsibility as set out in Board Governance Process policy. The agenda and all amendments to the agenda are approved by a motion of the Board at the beginning of the meeting.

3. **Minutes:**

Minutes of regular Board meetings will be approved at the next regular meeting. Minutes of an in-camera meeting will be approved at the next in-camera meeting. In order to ensure the confidentiality of matters dealt with in in-camera meetings, decisions and resolutions made in-camera are not required to be ratified at an open meeting unless deemed necessary by the Board.

Copies of the minutes of regular Board meetings shall be sent to members of the Board, the President and may be sent to others at the discretion of the Chair. Once approved, the minutes of regular Board meetings shall be posted on the Institute's web site.

4. Board Documents:

Board documents will be retained in the President's Office.

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