



COLLEGE OF THE NORTH ATLANTIC
GOVERNANCE POLICY

TOPIC: BOARD OPERATIONS

TITLE: ORDER OF BUSINESS

Policy No. GP-BO-204 **Effective Date:** November 25, 2020

- 204.1 The Chairperson shall follow *Robert's Rules of Order Newly Revised* unless the governance policies specify otherwise.
- 204.2 The Chairperson or any member of the Board shall apply the articles of the Board's governance policies.
- 204.3 No official meeting can proceed without a chairperson to facilitate the meeting.
- 204.4 The Board shall determine where the meetings will be held.
- 204.5 Resource persons other than the President participate in meetings of the Board only upon invitation.
- 204.6 No meeting of the Board requiring the passing of motions shall be conducted without a quorum.
- 204.7 All decisions of a Board shall be arrived at by majority rule unless otherwise specified in the governance policies.
- 204.8 The Board shall pass a motion where it intends to take votes by ballot; where there is no affirmative motion to use a ballot, the vote shall be taken by assent or dissent.
- 204.9 A declaration by the Chairperson that a motion has been affirmed shall establish approval or rejection of the motion.

- 204.10 Each resolution and the declaration of the Chairperson, either carried or rejected, shall be recorded in the minutes; the Chatham House Rule shall be followed for all records of Board meetings.
- 204.11 No motion is in order if it conflicts with (i) relevant laws, regulations or policies, applicable to the Board or (ii) the Board policies.
- 204.12 The Board shall not consider a motion which proposes action that is outside the Board's official lines of business.
- 204.13 A motion of the current Board shall only be reconsidered at a future meeting when (1) a member who was in attendance at the original meeting provides a written notice of motion no later than three weeks prior to the Board meeting of intention to move a reconsideration, and (2) the polling of the Board members results in a simple majority of the Board members agreeing to reconsider the motion; a motion to rescind any motion of the Board shall only be carried with an affirmative vote of two-thirds of the sitting Board members.
- 204.14 Audio or video recording devices shall not be used without a motion which has been decided in the affirmative.
- 204.15 The Board shall not overturn any decision made by the President which is in accordance with enabling legislation or the policies of the Board.
- 204.16 All meetings of the Board shall be open unless there is an affirmative motion to move to a closed session.
- 204.17 Written minutes stating the topic, motion, and decision shall be kept and maintained in a permanent record in the office of the President and shall be posted on the College website.

	Approved (Board Minute)	Date
Original Policy	BM 06-11-06	October 28, 2011
Revised	BM 02-14-02	March 24, 2014
Revised	BM 06-20-09	November 25, 2020
Revised	BM 02-23-15	June 15, 2023