



## COLLEGE OF THE NORTH ATLANTIC

### GOVERNANCE POLICY

**TOPIC: BOARD OPERATIONS**

**TITLE: BOARD MEETINGS**

<b>Policy No.</b>	GP-BO-201	<b>Supersedes</b>	BP-PO-003-B
<b>Related Policy</b>	GP-GR-801	<b>Effective Date:</b>	March 24, 2014

#### 201.1 Agenda

- 201.1. The Board Chair shall prepare the agendas ensuring that items not completed in previous meetings are brought forward.
- 201.2. Submissions of potential agenda items shall be considered only if received by the Chairperson or President no less than 21 days prior to the meeting and where the items are time-limited and do not displace other items which require critical decisions.
- 201.3. Board members who intend to propose new governance policies or changes to existing governance policies shall make a written proposal to the Chair of the Governance Committee directly, or via the Chair of the Board, for placement on the committee's agenda.
- 201.4. A member who has a conflict of interest shall declare this when the agenda is being drafted or at the first opportunity thereafter.
- 201.5. The Board shall restrict agenda items to governance issues unless operational issues dealt with by the President were unable to be satisfactorily resolved and the resolution sought does not violate the Board's policies.
- 201.6. The draft agenda for a regular meeting of the Board shall be set no less than 14 calendar days prior to the meeting.

201.7. Addition of items to the agenda of a meeting, other than a special meeting of the Board, shall be prioritized along with the other items on the distributed agenda.

201.8. The Chair in consultation with the President shall determine whether items on its agenda are for decision making (D), advice (A) or information (I).

## 201.2 **Annual General Meetings**

201.2.1. The Board shall not fail to designate one meeting per year as an Annual General Meeting and notice of such meeting shall be provided at least 30 days in advance. The Annual General Meeting shall be held after the tabling of the Annual Report in the House of Assembly.

## 201.3 **Meetings**

201.3.1. In the absence of both the Chair and Vice-Chair, the members present shall appoint one of their voting members as Acting Chair to preside at the meeting and that person shall exercise the powers of the Chair for the designated meeting.

## 201.4 **Attendance at Board Meetings**

201.4.1. Attendance at Board meetings shall not fail to be in person unless exceptional circumstances exist and a member needs to attend via electronic means and such means are available.

201.4.2. Each Board member shall not fail to attend a minimum of 50% of regularly scheduled meetings in a year.

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Approved by: Board of Governors, BM 06-11-06  
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Approved by: Board of Governors, BM 02-14-02  
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