



Section 3.0 MEETINGS OF THE BOARD		Subject <i>3.2 MEETING PROTOCOLS</i>	
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**ROBERT'S RULES
OF ORDER**

- The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the meeting in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

**PROCEDURAL
MATTERS**

- At the commencement of each meeting the Chair will check that a quorum is present and if so, declare the meeting open.
- If no quorum is present within 30 minutes of the starting time, the meeting will be cancelled.
- The Agenda will commence with a list/call for regrets.
- At the end of the meeting, the Chair will formally close the meeting and identify the date and time for the next scheduled meeting of the Board.

**ROLE OF BOARD
CHAIR**

- Chair the meeting in the best interests of the Foundation and the implementation of the Foundation's Strategic Plan.
- Ensure that the meeting is operating in accordance with Foundation policy and legislation.
- With the Chief Administrative Officer, ensure timely advice is provided to members regarding meeting times, dates, and venues.
- Actively contribute to the agenda and associated documents.
- With the Chief Administrative Officer, ensure that the agenda and associated documents are available to Board members prior to the meeting. (minimum of 5 days prior where possible).
- Ensure that Board meetings begin on time.
- Maintain order and focus on meeting priorities.
- Lead and encourage open and respectful discussion on items.
- Encourage participation and engagement in discussions.
- Manage and deal in an appropriate manner with any disrespectful behaviour by Board members.
- Act professionally and respectfully at all times.



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ROLE OF BOARD
MEMBERS

- Always act in the best interests of the Foundation and the implementation of the Foundation's Strategic Plan.
- Provide regrets, verbally or in writing, to the Chair or the Chief Administrative Officer, prior to the meeting.
- Ensure that they are adequately prepared for the meeting by thoroughly reviewing the agenda and associated documents.
- Express opinions during debate while listening to and respecting others when they have the floor.
- When speaking, focus on the item(s) under discussion.
- Pay full attention to discussion and refrain from using mobile phones etc.
- Respect the role of the Chair and abide by their rulings in relation to meeting procedure.
- Where applicable, such as in Closed Session, respect the confidential nature of the business of the Board.
- Act professionally and respectfully at all times.

Adopted By


Hazel Reintjes (Board Chair)

Date:

