



Section 3.0 MEETINGS OF THE BOARD		Subject <i>3.3 REGULAR MEETINGS OF THE BOARD</i>	
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- PREAMBLE** The conduct of all Foundation business is controlled by the general will of the Board and committee members acknowledging the right of the majority to decide, accompanied by the right of the minority to require that the majority decide only after a full and fair deliberation, in a respectful and democratic manner, of the issues involved.
- MEETING DATES** Regular meetings of the Board shall be held monthly on the first Wednesday of the month. Regular meetings of the Board may be suspended in the months of July and August and January upon the approval of a 2/3 majority of the Board.
- When a Regular Board or other meeting falls on a legal holiday, the meeting shall be rescheduled.
- QUORUM** A quorum at any meeting of the Board shall be 7 members entitled to vote at the meeting.
- If a member needs to temporarily leave a meeting for a reason, other than a declaration of pecuniary interest, then, provided a quorum of 7 members present still exists, the business of the meeting may proceed.
- At any time during a meeting where there is no quorum of 7 members present, the business of the meeting shall be suspended.
- SPECIAL MEETINGS** Special meetings of the Board may be held at the call of the Chairperson or otherwise scheduled upon the unanimous consent of the Board. A minimum of 48 hours notice must be given except in the case of an emergency. In the case of such emergency, the need for notice may be reduced or eliminated upon consent of a 2/3 majority of the Board.
- PUBLIC ACCESS** All meetings shall be open to the public, except for any Closed Session portions.
- RECORDING SECRETARY** The CAO or their designate shall act as recording secretary and record the minutes of all meetings.
- ATTENDANCE BY ELECTRONIC MEANS** Members may, with prior notice, participate in the meeting by electronic means. Reasonable efforts will be made to accommodate such participation.
- Meeting minutes will record such attendance with a simple explanation, for example; by phone, by webcam, etc.
- PRESENTATIONS** Any parties wishing to present to the board, or address an agenda item, shall give notice to the Executive Director no later than the Wednesday preceding the meeting day.
- Any person or delegation addressing the Board shall state name(s), address(es) and the purpose of the presentation.
- Presentations may be limited in the time permitted but shall generally be allowed 15 minutes for presentation and discussion, which can be extended or decreased at the discretion of the Board.
- Approval of a presentation is subject to the Board Chair, or designee's discretion, in communication with the CAO.



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**LETTERS AND
WRITTEN
PRESENTATIONS**

Where a person or group of persons wishes to bring any matter to the attention of the Board, or to have any matter considered by the board, a letter or other written communication shall be addressed to the Executive Director, or Chair, which letter or other communication shall:

- 1) Be printed, typewritten, or legibly written,
- 2) Clearly state the matter under consideration.

In the case of a letter or written submission, it must:

- 1) Be signed with a verifiable name of the writer and,
- 2) Contain the mailing address, or other verifiable method of contacting the writer.

In the case of an electronic submission, it must:

- 1) Contain a verifiable name of the writer and,
- 2) Contain a mailing or verifiable email address, or other verifiable method of contacting the writer.

All letters or communications must be delivered, mailed, faxed or emailed to the office of the Executive Director, to arrive not later than 12:00 noon of the Wednesday before the meeting at which it is to be presented.

On receipt of the letter or communication the Executive Director may do the following:

- 1) Include it as an item on the agenda of the next Regular meeting of the Board,
- 2) Refer it to Administration for a report to the Board
- 3) Refer it to Administration for action or reply, with a copy of such response being sent to the Board,
- 4) Refer it to the Board Chair for direct reply, with a copy of such response being sent to the Board, or
- 5) Circulate it to Board members as information if it does not require any further action by the Board.

CLOSED SESSION

Items on the Closed Session Agenda are approved by the Board Chair or Executive Director in accordance with the Freedom of Information and Protection of Privacy Act.

A motion is required to go into Closed Session, and also to go out of Closed Session, and the times the meeting goes into and comes out of Closed Session are to be recorded in the Regular Meeting minutes.

What is discussed in Closed Session may not be discussed at any other time or place, unless brought forward as a motion and recorded in the Regular Meeting minutes.

Adopted By: *Hazel Reintjes*
Hazel Reintjes (Board Chair)

Date: *November 5, 2020*