

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p>GOVERNANCE Board Process</p>
<p>BOARD MEETING</p>	<p>Policy Number</p> <p>G-11.0</p>

Preamble

It is recognized that guidelines for the conduct of Board meetings will enhance the level of Board performance.

Policy

Board that Board meetings are for the single task of completing the Board's job.

The guidelines for Board meetings are described in the By-law #1 of the Rainy River District Social Service Administration Board (RRDSSAB), Part 5: *Meetings of Directors* and Part 11: *Notices and Rules of Conduct*.

The By-law describes:

- a) place of meeting;
- b) regular meetings;
- c) convening a meeting;
- d) notices, waiver and omission;
- e) duties of Chairperson;
- f) motions;
- g) voting;
- h) adjournment;
- i) quorum/no quorum;
- j) meetings conducted by distance communication;
- k) minutes;
- l) petitions and communications;
- m) rules of conduct; and
- n) rules of debate.

The Board is responsible for establishing its own agenda. The Chairperson exercises this control on behalf of the Board, although any Board member, with a majority agreeing, can add or delete business from the

agenda. Where possible, the agenda and material relating to the Board meeting will be given to each Board member with adequate lead time for preparation.

Only those issues which are within the Board's chosen areas of responsibility will consume Board time.

In-camera sessions are used only when the topic is related to litigation or legal matters, decisions pertaining to contract negotiations, contemplated real estate transactions, a specific personnel matter, contains personal information of a Board member, client or employee, and/or any other matter which meets relevant legislative requirements such as *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* or the *Municipal Act*, as amended. In-camera sessions are announced on the agenda, when possible.

Any Board member may request that an in-camera session be held and must state the reason for the session. By a vote of the majority, the Board may resolve itself into in-camera session to consider matters eligible for in-camera discussion.

While meeting in-camera, the Board has no power to pass any by-laws or motion apart from the motion to revert to an open meeting. Once back in public session, any motion resulting from the in-camera session will be decided without debate. A separate agenda and minutes may be maintained for in-camera sessions, as deemed necessary. If taken, in-camera minutes will be maintained separately by the Administrative Assistant and will not be distributed with the minutes of the regular meeting. The Board may include no-one else or anyone else if so chooses in the in-camera meeting.

Board members are obligated to prepare for meetings and to participate productively in discussion, always within the boundaries of discipline established by the Board.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #05/99 on 14 January, 1999
Reviewed/Revised by Res. #87/02 on 17 October, 2002
Reviewed/Revised by Res. #99/06 on 14 September, 2006

Approximate date of next review: September, 2009

REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER
	Governance By-laws	Part 5/Part 11