



NUMBER **GP 130**

TITLE **MEETINGS OF THE BOARD**

APPROVAL DATE January 24, 2017

NEXT REVIEW November 15, 2019

## **BOARD OF GOVERNORS POLICY**

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The Board shall establish and publicize a schedule and determine the structure and operational procedures for its meetings.

### **1. Annual Meeting**

The Annual Meeting of the Board shall take place on the fourth (4<sup>th</sup>) Tuesday of June. At this meeting, the Chief Executive Officer shall act as Chairperson until a Chairperson has been duly elected.

### **2. Regular Monthly Meeting**

- a. The regular monthly open meeting of the Board shall take place on the fourth (4<sup>th</sup>) Tuesday of the month at 5:30 pm unless otherwise communicated. Exceptions to this time can be made by the Chair and President, provided notice is given.
- b. The place of the regular monthly meeting of the Board shall normally be the Castlegar Campus of Selkirk College or in such other College facilities as the Chairperson of the Board may direct. Every effort shall be made to hold meetings occasionally at other campuses/centres of the College region each year.
- c. Unless extended by a motion of the Board, open meetings shall adjourn at 8:30pm.
- d. Where a quorum as defined in the Bylaws is lacking, the members present may consider urgent items providing a quorum can be established with a conference telephone call.

### **3. Open Sessions**

- a. The College community and the public are invited to the Open Session and may make a presentation if prior notice is given and approval of the Chairperson or the Chief Executive Officer is obtained. Presenters are to be advised that they will be limited to ten minutes and that the Board reserves the right to seek opposing views. Written briefs are to be made available fourteen days prior to the meeting.

### **4. Closed Sessions**

- b. The closed sessions of the Board may be held prior to and/or following the open Board meeting.
- c. Attendance at closed sessions of the Board shall be restricted to Board members, Management Committee, Executive Assistant and other persons appropriate to the business of the of the meeting on the invitation of the Chairperson, such invitation subject to the approval of the Board. From time to time, the Board may exclude specific employees from the closed sessions.
- c. Consideration of the following matters will be restricted to closed sessions unless otherwise directed by the Board:
  - i. The conduct, discipline, suspension, and all other matters relating to the individual students.
  - ii. Matters relating to the acquisition, disposition, or security of real property, where it is in the

interest of the College to maintain confidentiality or to protect the privacy of an individual.

- iii. Matters of a contractual or financial nature where it is in the interest of the College to maintain confidentiality.
- iv. All personnel matters relating to salaries, conditions of employment, discipline, grievances and collective bargaining.
- v. Matters where Board liability may arise and legal opinions respecting the liability or interest of the Board.
- vi. All matters other than those noted in c. above, shall be dealt with through open sessions unless otherwise determined by resolution of the Board.
- vii. Matters dealing with the performance of the President.
- viii. Matters dealing with Board performance or Board members.

#### 5. **Special Meetings**

- a. Special meetings of the Board may be called to deal with a particular issue. Only that business for which the special meeting has been called may be dealt with at the special meeting. Such meetings may be called by the Chairperson of the Board, or following 24 hours notice of the meeting to all Board members by at least three members of the Board. Each member shall be advised of the time and place of the meeting as soon as the special meeting can be constituted.
- b. Special meetings of the Board will normally be called for the second Tuesday of the month or such other time as directed by the Chairperson of the Board.
- c. The definitions for open and closed sessions shall apply to special meetings.
- d. A meeting of the Board may be convened by a telephone conference call as directed by the Chairperson of the Board. A quorum, as defined in the College Bylaw shall apply to telephone conference calls. A telephone conference resolution requires a two-thirds majority of the members present. The minutes of a conference call meeting shall be adopted at a regular meeting of the Board. Board members, the President and any other required senior administrator shall constitute the membership for a conference call meeting.

#### 6. **Community Meetings**

The Board will determine its advocacy and communications plan at the beginning of each year, including its responsibility to provide outreach to the communities that it serves. The President will be responsible with the Executive Assistant to work with the Board to determine and implement the format of any community meetings.

#### 7. **Board Agenda**

The format shall be set by the Chairperson.

Board documents will be circulated at the President's discretion.