

KERRISDALE COMMUNITY CENTRE SOCIETY

BOARD & COMMITTEE MEETING PROTOCOLS

PURPOSE

To set out aspects of Board and Committee meeting and minuting protocols for the Kerrisdale Community Centre Society.

RESPONSIBILITY

All Board members, Committee members and staff should make every effort to adhere to this policy.

GENERAL POLICY

Committee Minutes and/or Reports:

1. Committees are responsible for approving their own minutes and/or reports at their following meeting.
2. All approved committee minutes and/or reports are distributed with the agenda package prior to the Board Meeting.
3. At the Board Meeting the presenter of the minutes and/or reports moves acceptance of such. Acceptance of a committee minutes and/or report does not imply agreement with its contents.
4. Once the motion has been seconded, the Chair asks if there are any questions regarding the minutes and/or report. The Chair will keep a speakers list and length of discussion will be up to the Chair's discretion.
5. Following the vote on the motion to accept the minutes and/or report, any motions arising from the report will be made.
6. In the interest of efficiency, committee minutes and/or reports will not be read at the meeting; board members are responsible for reading the board package prior to the meeting and being prepared for discussion.

Motions:

1. Board motions will be submitted in writing at least one week prior to the meeting at which they will be discussed; it's preferable to provide them at the previous meeting.

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2. If it is decided during a meeting that a motion is required, then the Chair will call a 10 minute break where the mover of the motion will write out the motion. When the meeting re-convenes, a seconder is to be obtained and discussion can take place.

Board Meeting Minutes:

1. The essence of the questions, responses and any decision will be recorded in the minutes in point form with no bias or opinion expressed. The names of the seconds will not be included in the minutes.