



POLICY

Policy Area: Governance	Subject: Meetings
Title of Policy: Board of Directors	Policy Number:1.3.1
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date(s):
<p>1. Rationale or background to policy:</p> <p>1.1. The CSBA Constitution/By-Laws Section 8 clearly articulates the expectations regarding meetings of the Association.</p> <p>1.2. Policy 1.3 states that the Board of Directors will approve additional procedures beyond those specified in Constitution/By-Laws Section 8 for meetings of the CSBA, including Committees/Work Teams, if required to improve the success of the meetings and advance the work of the CSBA.</p> <p>2. Policy Statement:</p> <p>2.1. Clearly articulated procedures for meetings of the Canadian School Boards Association will ensure that the work of CSBA is accomplished in an organized and timely manner so that the CSBA can achieve its goals.</p> <p>2.2. This policy specifies additional procedures for Board of Directors meetings.</p> <p>3. Procedures:</p> <p>3.1. Board of Directors meetings shall be held face-to-face or via video or conference call at least 3 times per year, in addition to the Annual General Meeting or any special meetings.</p> <p>3.2. Face-to-face meetings will normally be two days in length and will take place in the spring, fall and winter.</p> <p>3.3. Sites chosen for Board of Directors' Meetings should be easily accessible (city airport). In fairness to all directors required to travel, locations should be rotated from Central (Manitoba, Ontario and Quebec) to Eastern (Nova Scotia, New Brunswick, PEI, Newfoundland and Labrador) to Western (British Columbia, Alberta and Saskatchewan).</p> <p>3.4. If Board Members are unable to attend, the Executive Director will coordinate a video or conference call to enable all directors to participate.</p> <p>3.5. If possible, whenever a Member Association cannot send its representative, a substitute representative should attend so that the Member Association has a voice and can report back on any major decisions. .</p> <p>3.6. A quorum (simple majority) must be observed for all decisions made, with the exception of Constitution/By-Laws, Membership and Budget which will be by weighted vote as determined by Policy 1.5 and as per 10.1 Constitution/By-Laws.</p>	

- 3.7. Each director appointed by a Member Association in good standing shall be entitled to a vote at a Board of Directors meeting.
- 3.8. The President shall be entitled to one vote.
- 3.9. Notice of meetings and the business to be considered shall be sent to all Directors at least two weeks in advance of the meeting date.
- 3.10. All items submitted for a board meeting agenda, including special invitations to guests, must be submitted to the CSBA Executive Director two weeks in advance of the meeting.
- 3.11. All materials required from directors and members for the meeting package (reports from committees/ work teams, additions to the Agenda, provincial updates, etc.) should be provided to the CSBA Executive Director two weeks prior to the scheduled meeting. Reports should include activities since the previous board meeting and next steps to be undertaken by the Committee/Work Team.
- 3.12. All information required for board preparation will be sent out/posted one week prior to the board meeting in one comprehensive document.
- 3.13. All board meetings will include a significant, designated time period for sharing best practices and information amongst board members.
- 3.14. Board meetings will include the review of the Strategic Plan and be followed by an updated Work Plan to be shared with all members within one month following the meeting.
- 3.15. Board meetings shall occasionally end with a one-page meeting evaluation to be filled out by all members. (See 5.2 Board Meeting Evaluation).
- 3.16. All board meetings will be followed with a CSBA bulletin/newsletter that is to be produced and circulated to members for their use and posted on the CSBA website.
- 3.17. If requested, meetings for specific interest groups may be organized (Presidents, Executive Directors, etc).
- 3.18. Board meetings may serve as opportunities to hear from experts in Strategic Plan Initiatives.