



POLICY

Policy Area: Governance	Subject: Meetings
Title of Policy: Special Meetings	Policy Number: 1.3.3
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date:
<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 CSBA 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 Special Meetings.</p> <p>3. Procedures:</p> <p>3.1. Special Meetings shall mean any meeting called at such time and place as determined by the Board of Directors that are in addition to the regular board meetings, be they face-to-face, held by conference call, or by any other means.</p> <p>3.2. Special Meetings of the Board of Directors may be called by the President or upon receipt of a request in writing to the President by three Directors of the Board.</p> <p>3.3. Such requests shall state the specific business that requires the need for a special meeting and no other business will be dealt with at the Special Meeting.</p> <p>3.4. Special Meetings so requested shall be held in a timely manner, and notice of such meetings and the business to be considered shall be sent to all Directors at least 48 hours in advance.</p> <p>3.5. A quorum must be observed for all decisions made.</p> <p>3.6. Each director appointed by a member association in good standing shall be entitled to a vote at a Special Meeting of the Board of Directors.</p> <p>3.7. The President shall be entitled to one vote.</p> <p>3.8. The Vice-President when presiding casts only his or her vote as a Director appointed by a member.</p> <p>3.9. Voting shall be in accordance with policy 1.5 Voting.</p>	