

 <p>Capilano Students' Union</p>	Procedure Name.	Procedure No.
	Board Meetings	BD-10.1
	Created Under Policy	Approval Date
	Board Meetings	November 5, 2021
	Responsible	Scheduled Review
	Governance Committee	November 5, 2022


Section 1: Order of Business

Part 1: Meeting Agendas

1. The draft agenda for each board meeting is prepared by the president. The president must add to the draft agenda any proposed motions that are submitted by a reasonable submission due date that is communicated by the president to board members in advance, provided that:
 - a. Each proposed motion must have been recommended to the board beforehand by a motion of a quorate meeting of the executive committee, a board committee, a collective, or a constituency association and, if not, then the proposed motion must be served instead as notice and considered at a subsequent meeting of the board.
 - b. Each proposed motion must be accompanied by background information, written rationale, and any other appropriate supporting documents.
2. If business arises following the circulation of the draft agenda, and the president determines that the matter is an emergency that cannot wait until a subsequent board meeting to be considered, then the president may authorize one or more emergency motions as an addendum to the draft agenda.
3. A board meeting called under bylaw VII(6)(b) is a special board meeting and the draft agenda must only include the business and proposed motions that were explicitly included in the written request for the special meeting. The president cannot add emergency motions to the agenda of a special board meeting.

Part 2: Public Input

1. The first 15 minutes of each board meeting shall be reserved for members (other than board members) to offer presentations or remarks to the board of directors (marked as "Public Input" on the board meeting agenda), formatted as up to five members offering presentations or remarks of up to three minutes each.
2. The executive director shall ensure that a sign-up mechanism is available on the Capilano Students' Union website, and members' sign-ups to provide Public Input

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shall be scheduled for board meetings in the order received, with the members' names and discussion topics included on the agenda package.

3. The sign-up mechanism for Public Input shall include a requirement that the member presenting or offering remarks to the board must agree to a standard of respectful and courteous discussion with board members, staff, and guests, in support of our [harassment-free workplace policy](#) (HR-03).
4. Where a matter raised by a member under Public Input may require further discussion or study following the member's presentation or remarks, then any board member may move to refer the matter to a specific board committee for further study, and a vote on the referral shall be taken without debate.

Part 3: Introductory Proceedings


1. At the start of each board meeting, each board member will be invited to introduce themselves by name, role, and, at the board member's option, their pronouns and any accessibility needs for full participation in the meeting.
2. Each board member will be invited to verbally reflect upon how their work meaningfully connects to and has advanced reconciliation with the Indigenous host nations on whose land the Capilano Students' Union operates.

Part 4: Presentations

1. A presentation to the board may be for up to 10 minutes, followed by a question-and-answer period of up to five minutes, unless the board agrees by a two-thirds vote to allow the time to be extended.
2. Only two presentations may be scheduled for the same board meeting unless the additional presentations are time-sensitive and have been referred to the board by a motion of the executive committee.

Part 5: Consent Agenda and Minutes

1. Any business or proposed motions that the president believes to be routine or non-controversial may be included in a single motion for approval, without debate, near the start of the board meeting (called the "Consent Agenda").

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2. While any business can be placed on the Consent Agenda by the president if they decide that it is appropriate, the following types of routine business are routinely included in the Consent Agenda by default:
 - a. approval of previous meetings' minutes;
 - b. requests to be excused from attendance; and
 - c. requests to release funds that are within the board's approved budget.
3. Any individual board member may require that an item be removed from the Consent Agenda to be discussed and decided in the usual way, and that item will then be removed from the Consent Agenda and be automatically placed at the end of either Recommended Motions or Other Business.

Part 6: Unfinished Business

1. All motions from previous board meetings that have not yet been decided (whether because they were postponed, or they were not considered before the meeting ended) are included under the "Unfinished Business" heading of the draft agenda and may be arranged by the president in order of time-sensitivity.

Part 7: Recommended Motions

1. All motions that have been recommended to the board by the executive committee, a board committee, a collective, or a constituency association are included under the "Recommended Motions" heading of the draft agenda and may be arranged by the president in order of time-sensitivity.

Part 8: Other Motions

1. Any motions that have not received the recommendation of the executive committee, a board committee, a collective, or a constituency association, and for which notice has been served at a previous board meeting, are included under the "Other Motions" heading of the draft agenda and may be arranged by the president in order of time-sensitivity.


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Part 9: Notices

1. Any advanced notice of motions required either under the bylaws, any other board policy, or these board meeting procedures may be served to the board under the “Notices” heading of the draft agenda.
2. A notice of motion must include the exact text of the motion that has been proposed for consideration at a future meeting, and any changes to the text of the motion after the notice is given invalidate the notice.
3. For greater certainty, a notice of motion that is served to board members in writing via the board email distribution list or any other official Capilano Students’ Union communication channel is just as valid as a notice given at a meeting, and staff shall ensure that any such notice is also recorded in the minutes.

Part 10: Reports

1. The student executives’ regular reports to the board as required under the [executive reporting policy](#) (BD-03) shall be included under the “Student Executives’ Reports” sub-heading of the draft agenda.
2. The executive director’s report to the board, and any reports that the executive director is required to make to the board under any other policy, shall be included under the “Executive Director’s Report” sub-heading of the draft agenda.
3. Reports from the executive committee and from board committees shall be included under the “Committee Reports” sub-heading of the draft agenda.
4. Any other reports to the board, including reports from board members and reports from the board’s delegations to conferences, shall be included under the “Other Reports” sub-heading of the draft agenda.
5. As each report is called by the chair, the chair shall provide an opportunity for board members to ask questions of the report’s author. Verbal updates from the author are permitted only where an urgent matter has arisen since the report’s circulation and the matter cannot be deferred to the next board meeting.


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Part 11: Question Period

1. During the “Question Period” heading of the draft agenda, board members shall have the opportunity to ask questions of student executives, the executive director (and staff departments, through the executive director), and the chairs or representatives of board committees about organizational business.

Part 12: Confidential Session

1. Each board meeting shall include a confidential (also called “in-camera”) session during which the board may consider business that is not appropriate for a public session such as human resources, labour relations, contract negotiations, legal advice, the purchase or sale of property, or any other business permitted by bylaw VI(5). Confidential sessions of the board are held as follows:
 - a. Upon reaching the “Confidential Session” heading of the agenda, and determining whether there is confidential business to be conducted, the chair may declare that the meeting is in-camera. The board may meet *in camera* at any other point during the meeting by motion.
 - b. The only motions permitted during an in-camera session are motions to recess, motions to extend the meeting, motions to adjourn, and motions to resume public session (also called motions to resume “ex-camera”).
 - c. Any motion that is made during an in-camera session, other than one of the allowable motions listed in sub-paragraph (a) above, must not be put to a vote by the chair and decided until the meeting has resumed in public session and the motion has been read out-loud by the chair.
 - d. Minutes are not kept for in-camera sessions.
2. During an in-camera session, any guests, unless invited to remain by the chair, must leave the meeting. Any information discussed during an in-camera session is confidential, and must not be disclosed by anyone other than those who were entitled to attend, without the prior approval of the board.


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Part 13: Adjournment

1. If the meeting reaches the end of the agenda, then the chair, after checking if there is any further business, announcements, or notices of motion to be made, may declare without a motion or vote that the meeting is adjourned.

Section 2: Other Rules of Order

1. The record of board meetings is permitted as follows:
 - a. Audio recordings are permitted as long as the board is advised that audio is being recorded, and the recording device is visible at all times.
 - b. Photography and video recording are permitted as long as the board is advised that photography or video is proposed to be recorded at least 48 hours in advance, and the board authorizes this by a two-thirds vote.
2. If the board decides by majority vote that a decision will be made by a roll call vote, then the minutes shall include the name of each board member and whether how they have voted on the question, whether they abstained from voting, or whether they were absent from the vote.
3. If the board decides by majority vote that a decision will be made by a secret ballot vote, then once the votes have been cast, no motion may be made that would require the disclosure of how an individual board member has voted, unless a board member, themselves, requests that the minutes note that they abstained or that they voted in opposition to the board's decision.
4. If in the opinion of the chair one or more board members are misusing the rules of order to disrupt or to impede the work of the board, then the chair may, after having warned the board member(s) at least once, refuse to recognize them if they have continued the inappropriate conduct despite the warnings.

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Schedule A: Order of Business

1. Approval of the Agenda
2. Public Input
3. Introductory Proceedings
4. Presentations
5. Consent Agenda
6. Unfinished Business
7. Recommended Motions
8. Other Motions
9. Notices
10. Reports
11. Question Period
12. Confidential Session
13. Adjournment