

Policy Manual

Operational Policy

Operational Policy 01 (OP-01): Board of Directors Terms of Reference

Adopted by: Board of Directors
Adopted on: March 25, 2009
Amended by: Board of Directors
Amended on: March 21, 2017

Summary:

The Board of Directors serves as the central decision-making body of the Union. This policy serves to outline the operations of the Board of Directors in fulfilling its responsibilities as described in Bylaw VIII.

Policy:

- I. The Board of Directors shall:
 - a. Meet biweekly;
 - b. Meet at times scheduled by resolution of the Board of Directors, as per Bylaw IV, Section 5., Sub-section f), Item i., or by the President upon request of three or more members of the Board of Directors, as per Bylaw IV, Section 5., Sub-section f), Item ii.;
 - c. Conduct meetings open to all members of the Union, provided that the Board of Directors be permitted to move “in-camera”, as per Bylaw IV, Section 5., Sub-section e);
 - d. Receive a report at each meeting from each of the Standing Committees;
 - II. The membership of the Board of Directors shall be as described in Bylaw VI, Section 1.
 - III. The agenda for Board of Directors meetings shall be:
 - a. Call to order
 - b. Approval of the Agenda
 - c. Approval of the Minutes
 - d. Correspondence
 - e. Presentations
 - f. Committee Progress Reports
 - g. Finance Reports
 - h. Staff Reports
 - i. Old Business
 - j. New Business
 - k. Meeting Time
 - l. Notice of Motion
 - m. In Camera Session (if needed)
 - n. Adjournment
 - IV. The Board of Directors shall employ an affirmative action speaking list;
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V. The President shall oversee the preparation for meetings of the Board of Directors.