

# Policy Manual

## Operational Policy

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### **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  
Amended by: Board of Directors  
Amended on: September 27, 2023

#### **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. Delegations to the Board
    - e. Reports
    - f. Discussion
    - g. Old Business
    - h. New Business
    - i. Meeting Time
    - j. Notice of Motion
    - k. 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.