

# 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: 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 at 4:00 pm on the second Tuesday of each month;
  - b. Receive a report at each meeting from each of the Standing and Ad Hoc 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. Executive Directors Report
  - e. Standing and Ad Hoc Committee Reports
  - f. Presentations
  - g. Open Table Discussion
  - h. Old Business
  - i. New Business
  - j. Meeting Time
  - k. Notice of Motion
  - l. Adjournment