

sScarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Board of Directors Meetings

Adopted: July 13, 2013 – BOD

Motion: Board of Directors Meeting

Preamble

The Board of Directors meets on a monthly basis to discuss Union business governing its daily advocacy and services. Decisions of the Board are final, unless rescinded, and oversee the services and advocacy activities of the Union.

There are basic rules of procedure regarding the conduct and business discussed at Board meetings. The following meeting requirements and protocol must be followed in regard to the submission of agenda items, meeting documents and other materials.

Meeting Package

The Union's Board of Director members must receive the meeting package no less than 4 days or 96 hours prior to the Board meeting. Packages must be delivered through electronic mail.

Every meeting package must include the following items, but are not limited to:

- An agenda of the meeting
- Executive reports
- The minutes of all Commission and Committee meetings that have been called since the last Board Meeting
- Minutes from the previous Board meeting
- A list of all Board members

Motions

A motion is the formal mode in which a member submits a proposed measure or resolve for consideration or action.

For any motions to be placed on the agenda and discussed at a meeting of the Board of Directors, the motion must be sent to the Speaker of the Board of Directors, President and Vice-President Operations at least one-hundred and twenty-two (122) hours or five (5) days prior to the Board meeting at which the motion is to be considered.

Emergency motions that do not meet the deadline for distribution of the meeting package, deal with business that is not previously known to the Board and that must be dealt with immediately must be presented to the Board of Directors and adopted to the agenda by a 2/3 majority vote.



Right to Speak

The following individuals are granted automatic speaking rights:

- a) All members of the Board of Directors
- b) The auditor or designate of the auditor of the Union
- c) Any other person granted speaking privileges by a majority vote of the Board

Externalizations

Motions approved in the minutes of Commissions, or Committees of the Board may, upon request of any one member of the Board, be made an external motion requiring the approval of the Board, except for the following items:

- Meetings of the Elections and Referenda Committee, except for motions allocating expenditures
- Meetings of the Elections Appeals Committee
- Motions of the Executive Committee relating to staff of the Union