

# Meetings

## Policy Type

Board Governance Policy

## Purpose

To enable TKUSA to conduct its business in an open and inclusive manner, and encourage conciseness, respectfulness, and orderly behaviour in all meetings.

## Definitions

The **Board**, or the **Executives**, refers to the Executive Board as that consists of the President, VP Internal, VP External, and VP Student Services.

The **Chair** or **Chairperson** is the member of a meeting who leads and regulates its course, including calling the meeting to order and ensuring that proper procedure is maintained.

**Robert's Rules of Order** is a common manual of parliamentary meeting procedure used by non-profit organizations, and is the current standard adopted by TKUSA in all its meetings.

## Policy Statement

### 1. General

- 1.1. All TKUSA meetings will be run using the guidelines from Robert's Rules of Order.
- 1.2. All motions brought forward in a meeting must be clearly stated, and time must be provided for discussion regarding these motions before they are brought to a vote.
- 1.3. All motions must be passed by a majority vote to be considered valid.
- 1.4. The meeting minutes will contain a record of all motions, including discussions of the motion and the aggregate result of the vote.
- 1.5. Votes must be cast by the voter's physical or virtual indication of their hand raising.
- 1.6. Voting by proxy will be permitted, provided that the Chair is notified ahead of time.

### 2. Annual General Meetings

- 2.1. The Executive Board must hold an Annual General Meeting for the student body each academic year.
- 2.2. The Annual General Meeting will take place before October 31<sup>st</sup> each year, with at least 14 days' notice given to the student body.
- 2.3. If a Special Resolution is being proposed at the Annual General Meeting, no less than 21 days' notice is required.
- 2.4. The audited financial statements from the previous year must be put forward for approval at the Annual General Meeting.
- 2.5. During the Annual General Meeting, the Board must share TKUSA's Strategic Plan for the academic year, and the student body will have the opportunity to offer feedback.
- 2.6. Quorum for the AGM must be nine (9) members in good standing, as indicated in TKUSA's Bylaws (5.1.3).

### 3. General Council

- 3.1. The General Council must meet, at minimum, once a month between October and April in every academic year.
- 3.2. The Executive Director or someone appointed by the Executive Director will take minutes of the meeting.
- 3.3. The President, or person appointed by the President, will act as chair of all meetings.
- 3.4. An agenda must be created and distributed to all members of the General Council within 24 hours of the meeting.
- 3.5. Any member of the student body will be welcome to attend any General Council meeting.

- 3.6. Quorum at General Council must be 2/3rds of the total voting members present. If a quorum is not achieved, the meeting must be for information only.
  - 3.7. The voting members of General Council include the members of the Executive Board and the voting Directors on council. Each voting member is entitled to one vote per motion.
  - 3.8. The General Council may vote to enter an in-camera session at any point during the meeting.
  - 3.9. During an in-camera session, meeting minutes will not be taken, and all non-voting members must leave the meeting during the duration.
  - 3.10. In-camera sessions must be conducted only when a difficult situation or confidential information must be presented and/or discussed.
4. Executive Board Meetings
    - 4.1. The Board must hold a meeting as often as required, but at least twice a month, and must be called by the President.
    - 4.2. The Executive Director or designate must be present at Board meetings, to take the meeting minutes.
    - 4.3. Unless otherwise arranged by the Board, the President or designate must act as Chair of all Executive Board meetings.
    - 4.4. The quorum must be met by any three (3) members of the Executive Board.
    - 4.5. Each member of the Board must be entitled to one vote per motion only.

Fact Sheet

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