

MPP-003 Muskoka Pride Meetings of the Board of Directors Policy

Muskoka Pride believes that effective meetings require that information is distributed in a timely manner, that the meeting is respectful of the time commitment of its members, and that Board Members come prepared to discuss issues on the agenda.

ST-003 Muskoka Pride Meetings of the Board of Directors Standards

Board Meetings

- In accordance with the **Muskoka Pride By-Laws**, the Board shall meet at least 8 times per year.
- Emergency/special meetings may be held at the call of the Chair or 3 Board members, with one (1) day notice. Notice shall include the topic(s) to be discussed.

Notice of Meetings

- The incoming Board shall select a specific day of each month for regular meetings at an hour to be named, and of such regular meeting no notice need be sent.
- Notice of changes in the time, date, or location of a previously scheduled meeting shall be given to each Board Member not less than two (2) days excluding Saturday and Sunday before the time when the meeting is to be held.

Secretary Timelines

- The Secretary will issue a call for reports and agenda items along with supporting documentation from Board Members two (2) weeks prior to the regular Board meeting. Board Members are to send reports in to the Secretary within five (5) days of the call going out.
- The Secretary will send out a meeting package to Board Members at least three (3) days prior to the Board meeting. The package will include the agenda, minutes from the last meeting, reports from Board Members, and any additional supporting documents.

Commitment to Participate

- Board Members have a responsibility to read through the meeting package as emailed by the Secretary, and come to the meeting prepared to discuss the issues.
- At the beginning of each Board meeting, the Chair shall read the commitment to participate statement:

“In accordance with the mandate, bylaws, policies, and procedures of the Muskoka Pride Community, do you certify that you have fully read the Board materials sent prior to the meeting and are fully prepared to participate in Board deliberations in a responsible and informed way?”

- Each Board Member declares their commitment to participate by answering either “**Yes**” or “**No.**” The intention is that if any member is unprepared, for any reason, they should declare it as it may affect Board deliberations.

Consent Agenda

- The following non-exhaustive list shall be included on the consent portion of the agenda:
 - Approval of Board minutes
 - Approval of the agenda
 - Committee and Board Member reports
 - Approval of the financial report
 - Dates of future meetings
- As the first item of business, the Chair shall ask if anyone wishes to remove an item from the consent portion of the agenda to allow for further discussion.
- The Chair shall ask for a motion to accept the consent agenda.
- The Chair will open the floor for any brief questions or discussion on the items remaining on the consent agenda. The understanding is that Board Members are comfortable voting for the items or they would have asked to have them removed.
- After reviewing the remaining items, the Chair shall ask for any objections to adopting the remaining items. If there are no objections, all items on the consent agenda are considered to be passed.
- If any items were removed from the consent portion of the agenda, the Chair may determine where on the agenda those items will be discussed.

Board Meetings - Miscellaneous

- Board Members shall conduct themselves during meetings in accordance with the **MPP-002 Muskoka Pride Code of Conduct for Board Members.**
- The Board shall endeavour to keep meetings to not more than two (2) hours in length.