

# Meetings Procedure

## Purpose

To outline the way in which TKUSA conducts meetings of the Association.

## Definitions

**Attendance** at a meeting is constituted by a member's physical or virtual presence for at least a quarter of a meeting's duration as recorded in the minutes.

**Meeting Minutes** are official records taken during a meeting.

**Representatives** are all TKUSA Executives, Directors, employees, and Committee members.

**The University** refers to The King's University.

## Procedure Statement

### 1. General

- 1.1. All TKUSA meetings must be conducted according to Robert's Rules of Order. Deviations from Robert's Rules are permitted for the sake of convenience, but must be agreed upon by all members present in a meeting.
- 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 in order 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. Meeting Format

- 2.1. Generally, a typical meeting ought to proceed as follows:
  - 2.1.1. Call to Order
  - 2.1.2. Approvals
    - Approval of the Agenda
    - Approval of Last Meeting's Minutes
- 2.2. Presentations (if Applicable)
- 2.3. Old items of Business (if Applicable)
- 2.4. Reports
- 2.5. New items of Business
- 2.6. Question Period
- 2.7. Adjournment
- 2.8. The Call to Order must be made by the Chair of the meeting and is meant to indicate to the meeting's attendees that the meeting is commencing.
- 2.9. In order to approve a document, such as the Agenda or Minutes:

- 2.9.1. The Chair must allow a reasonable time for the meeting's attendees to review the document(s) in question. Any voting member may request further time to review the document(s), if necessary.
- 2.9.2. Following the review time, a voting member of the meeting must move to approve the document(s) as presented, or to request an amendment to the document(s).
- 2.9.3. Another voting member must second the motion for the motion to proceed.
- 2.9.4. If necessary, Approvals of prior meetings' Minutes may be delegated to the following meeting.

2.10. In order to vote on an Item of Business:

- 2.10.1. A voting member of the meeting must move to approve the item of business in question.
- 2.10.2. Another voting member must second the motion for the motion to proceed.
- 2.10.3. The Chair must then allow a period of discussion to occur if it has not already.
- 2.10.4. Following an appropriate discussion period, the Chair must initiate a vote of all voting members present.
- 2.10.5. Should a vote be approved by a majority of all voting members present, then the vote must be considered passed; otherwise, it must not be considered passed.

2.11. Any voting member may move to table an Item of Business to a later date; this motion must be seconded and voted on as with normal motions.

2.12. A voting members must move to adjourn the meeting, and a second voting member must second the motion, for the meeting to end.

### **3. Annual General Meetings**

- 3.1. The Executive Board must hold an Annual General Meeting for the student body each academic year.
- 3.2. The Annual General Meeting will take place before October 31st each year, with at least 14 days' notice given to the student body.
- 3.3. If a Special Resolution is being proposed at the Annual General Meeting, no less than 21 days' notice is required.
- 3.4. The audited financial statements from the previous year must be put forward for approval at the Annual General Meeting.
- 3.5. 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.
- 3.6. Quorum for the AGM must be nine (9) members in good standing, as indicated in TKUSA's Bylaws

### **4. General Council**

- 4.1. General Council must meet, at minimum, once a month between October and April in every academic year.
- 4.2. Executive Director or designate shall be Secretary of General Council.
- 4.3. Unless otherwise arranged by the General Council, the President must act as Chair of the General Council meetings. Should the President be unwilling or unable to attend and/or to chair any General Council meeting, the VP Internal or designate will chair the meeting.
- 4.4. An agenda must be created within 24 hours prior to each General Council meeting, and appropriately distributed to all General Council members.

- 4.5. Any member of the student body will be welcome to attend any General Council meeting.
- 4.6. 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.
- 4.7. Each member of the Executive Board must be entitled to one vote per motion only.
- 4.8. Each Director must be entitled to one vote per motion only.
- 4.9. The General Council may vote to enter an in-camera session at any point during the meeting.
- 4.10. Should an in-camera session occur, meeting minutes must not be taken for its duration, and any non-voting members must leave the meeting for its duration.
- 4.11. In-camera sessions must be conducted only when a difficult situation or confidential information must be presented and/or discussed.

## **5. Executive Board Meetings**

- 5.1. The Executive Board must hold a meeting as often as required, but at least twice a month, and must be called by the President.
- 5.2. The Executive Director or designate shall be Secretary of the Executive Board.
- 5.3. Unless otherwise arranged by the Board, the President must act as Chair of all Executive Board meetings.
- 5.4. Should the President be unwilling or unable to attend and/or to chair any Executive Board meeting, the VP Internal or designate will chair the meeting.
- 5.5. The quorum must be met by any three (3) members of the Executive Board.
- 5.6. Each member of the Executive Board must be entitled to one vote per motion only.

## **6. Minutes**

- 6.1. TKUSA must maintain complete and accurate meeting minutes for all meetings of the Executive Board and General Council, Annual General Meetings, and any meetings during which a Special Resolution will be proposed.
  - 6.1.1. Any TKUSA Representative may request that minutes be taken for any meetings outside those listed above, which the Chair must oblige by designating an appropriate Secretary.
- 6.2. Meeting minutes must contain, at minimum:
  - 6.2.1. The date and time on which the meeting began and ended.
  - 6.2.2. Those individuals in attendance (see Definitions).
  - 6.2.3. A reasonable outline of which topics were discussed, and by whom.
  - 6.2.4. All motions, including:
    - The individuals who proposed and seconded the motion.
    - Whether the motion was forwarded for a vote or tabled for future discussion.
    - Given a motion was forwarded for a vote, those individuals who voted in favour, against, or abstained, and if the motion passed.
  - 6.2.5. The Secretary must be present for the entirety of the meeting in which they are taking minutes.
  - 6.2.6. Minutes may be taken physically during the meeting, should an electronic medium not be immediately available.
  - 6.2.7. Electronic copies of the minutes must be properly stored within TKUSA's files as outlined in the Record Keeping Policy.
  - 6.2.8. Excepting in-camera sessions, any meeting minutes must be made completely available to any member of TKUSA upon request.

## 7. Attendance

7.1. A member's attendance of a meeting is defined in Definitions.

Fact Sheet

First Approval – n/a