

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Governance	Policy #.	<b>1.4.06</b>
Section:	SALPN Council	Issued:	December 6, 2013
Subject:	<b>Council Meetings</b>	Effective:	December 6, 2013
Issue to:	All Manual Holders	Page:	1 of 1
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## **1. POLICY**

Section 24 of *The SALPN Administrative Bylaws* requires that the Council meet at the call of the Chair, or on a schedule set by Council, at least five times between meetings of the annual meetings of the SALPN membership, and within 14 days after a request is received from four members of Council.

## **2. PROCEDURE**

- 2.1 The Council meets on a specific date or dates and at a location that it determines, or as determined by the Executive Committee.
- 2.2 The business of each Council meeting shall include the following standard agenda:
- a. Call to Order
  - b. Approval of the Agenda
  - c. Approval of the Minutes
  - d. Business arising from the Minutes (report on Action Items)
  - e. Executive Director Report
  - f. Committee Reports
  - g. Information Items (receive and file)
  - h. Discussion Items (purpose of discussion to be identified)
  - i. Decision Items (options for action and recommended resolution and rationale included)
  - j. Other Business
- 2.3 The Executive Director shall prepare and present a written report for each Council meeting containing the following information:
- a. A report of the Executive Director, containing an update on the SALPN Strategic Plan, and on the financial status of SALPN since the last meeting of Council;
  - b. Other pertinent information related to governance of the organization
- 2.4 Minutes of Council meetings shall include all resolutions/motions adopted by Council and shall record all action items identified by Council, including the persons charged with the responsibility for completing the action item and the timeframe for completion.