



Council Meeting Policy

1. Purpose

The purpose of this policy is to:

- *outline a framework to achieve effective Council Meetings*
- *promote high-quality and appropriate meeting materials and information*
- *ensure Council Member preparedness*
- *support high-quality, constructive and meaningful dialogue*
- *support decision-making consistent with the SALPN's public-serving mandate*
- *promote the transparency of Council business.*

2. Policy

This policy applies to regular Council meetings. The Annual General Meeting is a SALPN meeting, not a Council Meeting.

2.1 Council Business

Where possible, the Council shall strive to conduct Council business and make all decisions within a Council meeting.

Council business may occur via electronic means, provided a record is created and adopted into Council meeting minutes.

2.2 Meeting Planning

The Council shall meet a minimum of four times between each SALPN Annual General Meeting.

The Council Chair may call a meeting at any time and shall attempt to provide reasonable notice to all Council Members.

The Council Chair shall convene a meeting within 14 days of receiving a written request from four Council Members.

Where possible, the dates of Council meetings should be selected a minimum of three months in advance.

Meetings dates with less notice shall be held at a date and time when a quorum can be achieved.

2.3 Location /Platform

The Council may meet in-person at a specific location, virtually, or via telephone.

2.4 Meeting Materials

Materials presented to and prepared for the Council shall be structured and formatted to promote constructive and meaningful dialogue by being:

- relevant to the Council's interests, responsibilities, public-serving mandate and strategic goals
- timely
- accurate, consistent and easily understood.

Materials presented to the Council shall be brief but prepare the Council for discussions and decision-making. Materials should be prefaced with a briefing note summarizing the issue or decision before the Council and may include the following:

- agenda item type (Public, Confidential, In-Camera)
- the purpose of the item
- the issue or decision to be decided
- background /analysis/ discussion
- the associated risks
- decision options
- a draft motion, if required.

Verbal reports are appropriate when they can prepare the Council for the discussion.

Where possible, meeting materials should be distributed via digital means in a reasonable time frame in advance of a regularly scheduled meeting.

A Council Member may request a paper copy of some or all the materials with a minimum of three days' notice. Council Members are responsible for considering their location and the length of time required to deliver materials. Council Members are responsible for proper storage and disposal of meeting materials.

2.5 Agenda

Council meetings may include the following agenda sections and items:

Meeting Opening: (standardized and required of all Council Meeting)

1. Call to Order
2. Treaty Territory Acknowledgement
3. Roll Call
4. Additions to and Approval of the Agenda
5. Code of Conduct / Conflict of Interest Disclosure
6. Approval of Previous Meeting Minutes / Adoption of Decisions Made Between Meetings

At the Council Chair's discretion, Meeting Opening items, or a portion thereof, may be approved via consent (one motion listing the items.)

Public Agenda (optional)

Public agenda items may include:

1. Items Related to Regulatory Governance
2. Items Related to Council Administration

These items are placed on the agenda on an as-needed basis and should be placed in order of priority. The Council, at their discretion, may opt to publicize this meeting section by allowing guests to live stream or by making a recording available following the meeting. Materials supporting this agenda section may be publicized in advance of or following the meeting. The minutes will reflect the discussion and decisions made because of the discussion with the greatest level of transparency.

Confidential Agenda (optional)

Confidential agenda items may include:

1. Items Related to Regulatory Governance
2. Items Related to Council Administration

These items are placed on the agenda on an as-needed basis and should be placed in order of priority. Confidential agenda items are sensitive, but do not meet the threshold to be classified as private. Confidential agenda items and supporting materials will not be publicly available. The minutes taken will reflect the discussion and decisions made.

In-Camera Agenda (optional)

In-Camera agenda items are placed on the agenda on an as-needed basis and should be placed in order of priority. In-Camera agenda items protect the privacy and/or security of individuals or entities. In-Camera agenda items and supporting materials will be kept in strict confidence. Decisions made because of an in-camera discussion will be reflected in the minutes.

Reporting & Oversight (may include the following items if required)

1. Executive Director Report
 - a. Quarterly Operational Report
 - b. Strategic Initiatives Report
 - c. Risk Registry
 - d. Outstanding Agenda Item Report
2. Chair/Vice-Chair Report
3. Finance Committee Report
4. Governance Committee Report
5. Nominations Committee Report
6. Council Member Reports

Reporting items, or a portion thereof, may be approved via consent.

Informational and Reference Items

Items of interest to the Council's role. No decision or discussion is required.

Meeting Finalization (standardized and required of all Council Meeting)

1. *Review of Meeting Action Items*
2. *Review of the Next Meeting Dates*
3. *Meeting Adjournment*

Meeting finalization items or a portion thereof may be approved via consent.

2.6 Decision-Making

The Council strives to make decisions through consensus followed by a formal vote.

2.7 Record of Proceedings

Meeting minutes shall be recorded at each Council meeting. Minutes should reflect the following:

- *Meeting date and location*
- *Attendance*
- *Declared conflicts of interest*
- *A summary of discussions reflecting the reasons decisions made or not made*
- *Decisions*
- *Resolutions*
- *Mover/Seconder*
- *Abstentions*
- *Required follow-up*
- *Items or information requested by any Council Member.*

Minutes approved by the Council shall be posted to the SALPN website.

2.8 Public Meetings

The Council, at their discretion, may make meetings or portions of meetings publicly available. The means of access is to be determined by the Council.

A non-Council member may request to attend any meeting, or portion thereof, of the Council. Requests should be made directly to the Council Chair, or to the Council Chair through the Executive Director, at least 10 days in advance of a Council meeting. The Council Chair is authorized to grant or deny such requests at their discretion.

2.9 Presentations to the Council

Presentations may be made to the Council by those who are not members of the Council or SALPN staff. Those wishing to present information to the Council may make a request directly to the Council Chair, or to the Council Chair through the Executive Director, at least 30 days in advance of a Council meeting.

The Council Chair is authorized to grant or deny such requests at their discretion, based on the relevance of the subject to the role of the Council.

3. Roles and Responsibilities

3.1 Council

- *Approve this policy.*

3.2 Council Members

- *Request meetings in writing to the Chair (at least 4 Council Members).*
- *Safely store and dispose of paper meeting materials.*

3.3 Council Chair / Vice-Chair

- *Lead the process of setting Council Meeting dates.*
- *Respond to Council Member requests to hold a meeting.*
- *Determine if a quorum is achieved.*
- *Determine the location/means of holding the meeting.*
- *Review agenda item types and composition.*
- *Authorize the use of consent agenda items.*
- *Respond to requests to attend meetings.*
- *Respond to requests to present to the Council.*

3.4 Governance Committee

- *Review this policy annually.*

3.5 Executive Director

- *Develop meeting agenda and materials.*
- *Determine agenda item type.*
- *Distribute meeting materials.*
- *Respond to requests for paper copies of meeting materials.*
- *Ensure minutes are taken and approved prior to posting.*