

POLICY/PROCEDURE NUMBER: **B – 3.2**

DATE: May 21, 1992	SUBJECT:
ISSUE: Board of Directors	Agendas – Board of Directors Meeting
REVIEWED: June 2022	PAGES: 1 of 2

1. **Policy:**
 - 1.2 The President/Chairman or designate shall conduct the business of the Society in the following order, unless otherwise directed by a majority vote of the Board of Directors.

2. **Procedure:**
 - 2.1 Note attendance, and welcome.
 - 2.2 Call to order and Adoption of agenda. (Additional items to be added to item 13 of agenda.)
 - 2.3 Declaration of Conflict of Interest
 - 2.4 Adoption of minutes of the last Board of Directors meeting.
 - 2.5 Declaration of Decisions made by email since the last Board meeting.
 - 2.6 Business arising from the minutes of the last Board of Directors meeting.
 - 2.7 President’s Report (Adoption moved, seconded and voted on.)
 - 2.8 Vice - President’s Report (Adoption moved, seconded and voted on.)
 - 2.9 Treasurer’s Report (Adoption moved, seconded and voted on.)
 - 2.10 Past President’s Report (Adoption moved, seconded and voted on.)
 - 2.11 National Office Report (Adoption moved, seconded and voted on.)
 - 2.12 Report on future National Conferences
 - 2.13 Adoption of Committee Reports (Moved, seconded, voted on.)
 - 2.13.1 Partnership and Advocacy
 - 2.13.2 Communications
 - 2.13.3 Professional Development
 - 2.13.4 Membership
 - 2.13.5 Corporate Advisory Council
 - 2.14 Report on New Business

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- 2.15 Adoption of Chapter Reports (Moved, seconded, voted on.)
(reports are issued in advance for review and not read into minutes)
 - 2.15.1 Alberta
 - 2.15.2 British Columbia
 - 2.15.3 Manitoba
 - 2.15.4 Maritime
 - 2.15.5 Newfoundland and Labrador
 - 2.15.6 Ontario
 - 2.15.7 Quebec
 - 2.15.8 Saskatchewan

- 2.16 Adjournment (Adoption moved, seconded and voted on.)

Approved by: _____
President

Date: _____