



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

Board Meeting Procedure

October 15, 2020

Presented by:

**William (Bill) Bradica
Chief Administrative Officer**





Governance and Procedural By-Law Number 01 - 2017

- Board meetings – Section 4
- Notice of and participation at Meetings - Section 5
- Quorum - Section 6
- Annual General Meeting – Section 9
- Non-Business Meetings – Section 10
- Closed Meetings – Section 11
- Minutes – Section 13



Section 4 – Board Meetings

- January Inaugural Meeting
- Location of meetings
- Meeting schedule
- Calling meetings/cancellation of meetings
- Rules regarding participation by electronic means
- Recording of meetings



Notice of and Participation at Meetings

- Schedule established in January by the Board for the year
- Notice of meetings – Section 5
- Quorum – Section 6
- Attendance at meetings – Section 7
- Updated contact information to be provided to CAO



Section 5 – Notice of and Participation at Meetings (continued)

- Board's mandate (subsection 5.14)
- Constructive participation, i.e. debate the issue not the person
- Discourage unseemly, unproductive or disruptive behavior
- Lead discussion on business in the meeting, not outside of it
- Constructive criticism only and through the appropriate channels



Types of Meetings

- Annual General Meetings – Section 9
- Non-Business Meetings – Section 10
- Closed Meetings – Section 11
- Minutes of Board Meetings – Section 13



Governance and Procedural By-Law Number 01 - 2017

- Agendas – Section 14
- Presentations/Deputations - Section 15
- Recommendation, Reports – Section 16
- New Business – Section 17
- Rules of Debate – Section 18



Governance and Procedural By-Law Number 01 - 2017

- **Motions** – Section 19
- **Amendment of Motions** - Section 20
- **Points of Order and Privilege** – Section 21
- **Voting** – Section 22 through 25



Governance and Procedural By-Law Number 01 - 2017

- No Suspension of Rules – Section 26
- Reconsideration – Section 27
 - Written notice is required
 - 2/3 majority of the whole Board required
 - Reconsideration only once
- By-laws - Section 28
 - For specific matters
 - Minimum 30 days notice required for amendment



Thank you!

