

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

Board Meeting Procedure

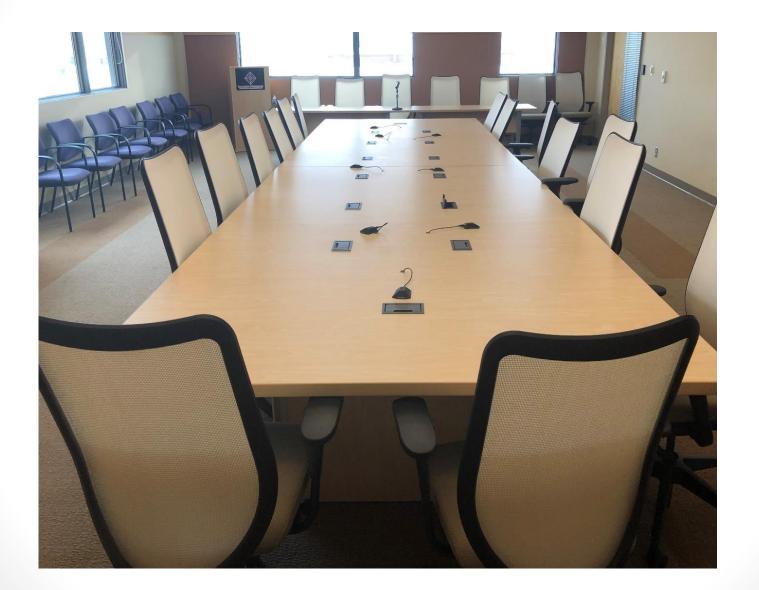
October 15, 2020



William (Bill) Bradica Chief Administrative Officer







- 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



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

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



- 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!

