

Policy Number: 033  
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Version: 2020.1

## **Meeting Protocol & Code of Conduct**

### **Policy Statement**

That CANASA encourages all board, council and committee meetings to be run in a consistent and respectful manner resulting in the efficient achievement of the meeting's objectives, and that all volunteers will behave in a manner consistent with CANASA's code of conduct policy.

### **Background Material**

National Board members brainstormed during several orientation and governance training sessions and outlined the following guidelines for improving board, council and committee meetings:

### **Meeting Protocol - Administrative**

1. Meeting will begin at scheduled time or when quorum arrives.
2. Meeting package will be sent out no less than 3 business days in advance of meeting date.
3. Meeting minutes will be distributed ASAP – goal within 2 weeks of the meeting date.
4. The anti-competition statement will be read at the beginning of every meeting
5. Option to break every 50 minutes for 10 minutes.
6. If a Director, Regional Council Representative or Committee member misses more than 3 consecutive meetings they can be asked to step down from the board/council/committee.
7. Ensure there is a valid reason for meeting.

### **Meeting Protocol - Participants**

1. Arrive on time.
  2. Prepare by reading agenda and reports beforehand and be prepared with questions and/or motions.
  3. Read the minutes of the past meeting to ensure they are accurate, that all assigned activities have been carried out and to remind yourself of the status of meeting items.
  4. Turn off cell phones / electronic devices during meeting.
  5. Focus on the meeting – no side conversations.
  6. Directors must act in the best interest of association and not be swayed by personal or business interests.
  7. Look for the positive aspects of another's ideas.
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8. Participants to address the Chair if they would like to speak.
9. Avoid petty arguments and wise cracks.
10. Avoid being defensive, if ideas are criticized.
11. Listen carefully to all ideas.
12. Participate fully in discussions but do not overpower the conversation, or allow others to do so.
13. Honor commitments i.e. action items, active involvement on committees/boards.
14. Ask questions if a statement is unclear.
15. Stick to agenda – if 'off topic' issues are raised, they will be 'parked' and if time permits, addressed at the end of the meeting during the other business discussion.
16. Chair to ensure participants obey rules of order listed in this policy.

### **Format for Making a Motion**

Whenever possible, board, council and committee members should prepare any motions in advance of meetings to ensure that it is included in the meeting package. In order to keep motions consistent, board and committee members should use the following format:

*'WHEREAS (statement of fact describing the current situation and the reason for the proposed change), BE IT RESOLVED THAT (what needs to be done, by whom, and what is the required outcome/solution).'*

### **Numbering System**

CANASA uses a numbering system for ease of reference and to quickly ascertain the age of a motion. Example: Motion No. **2015-24** refers to the twenty-fourth motion voted on during year 2015.

### **Code of Conduct**

Members of CANASA's board, councils and committees shall:

- Discharge duties loyally, faithfully, impartially and according to applicable legislation as well as the organizations by-laws and policy.
  - Participate in an orientation, review the Volunteer Guide, and understand their roles and responsibilities.
  - Attend and actively participate in all board meetings by reading the agenda in advance, arrive on time, listen carefully, ask for clarification on any matters or material not understood before making a decision, offer constructive criticism, remembering that everybody is equal and needs time to participate, and refraining from interrupting or ridiculing any person.
  - Use due diligence in making decisions.
  - Do not interfere with operational decisions and responsibilities.
  - Participate in planning and training sessions.
  - Serve as an ambassador for the organization.
  - Keep confidential any information deemed by the board as confidential.
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- Do not speak on behalf of the board/council or committee unless authorized by the board to do so.
- When expressing disagreement with a decision of the board/council/committee, make it clear that it is a personal opinion.
- Refer to the rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** to govern meetings of the association unless superseded by the by-law(s) and policies.

### **Breaches of Protocol or Code of Conduct**

If a board or committee member is found to be in breach of meeting protocol or code of conduct, the Chair will discuss the matter with the individual and come to an agreed upon solution.

If board, council or committee member is found to be in repetitive breach of meeting protocol or code of conduct, the Chair will report back to the board and request that a decision be made about their future participation on the board, council or committee.

### **Policy Review**

This policy will be reviewed biennially, at a minimum, to ensure it remains relevant to the regional activities and reflects both Association expectations and legal requirements. In an effort to improve transparency with regards to changes made to all policies a version code has been implemented as of January 2020.