



SA Meeting Procedure Guide

Background – Boards/Committee:

Any organization may delegate certain powers and functions to committees that will, in turn, make recommendations on matters assigned to them after extensive discussion and debate at committee/board meetings.

There are two types of committees/boards:

- ✓ Boards of Directors or Executive Committee meetings or
- ✓ Sub-Committee (Standing or Ad Hoc) meetings

These are deliberative assemblies, subordinate to the body that appoints them with duties and authority.

In the case of Survivors Abreast, the general membership elects its board of directors and members sign up to serve on sub-committees when they register. The Membership committee oversees the assignment of members to sub-committees. All are subordinate to the General Membership.

The number of regular meetings and quorums is defined by the parent body, otherwise known as the Survivors Abreast membership and by its authority by laws.

Survivors Abreast Meeting Procedures

The bylaws are the document that represent the rule book for the day-to-day procedures of the organization. This guide will serve as supplemental guiding principles not addressed in the by-laws.

A meeting is defined as the coming together of two or more persons for the transaction of a common lawful order of business. Deliberative assemblies, such as committees, meet to make decisions or to develop recommendations.

There are two main types of meetings:

Public or team meetings

These are meetings that the general members are entitled to attend by virtue of their interest and by their payment of funds as outlined in the organization's by-laws.



Examples include:

- the annual general meeting (AGM) at which all interested people are invited to attend and consider past performance
- the election of officers;
- the regular team meetings where business of the association is discussed

Private or board meetings

These are monthly meetings, with only board members in attendance, unless others have been specifically requested to attend.

Any meeting whether public or private, is properly constituted and valid when the following conditions are satisfied:

- the person calling the meeting has the authority to do so
- proper notice was given to every person entitled to attend the meeting
- a quorum is present; and
- the rules and regulations—or the bylaws—of the organization or corporation are observed.

Meetings should only be called when there is a sufficient volume of business.

Notice:

For a meeting to be valid, a notice of meeting must be sent to all persons entitled to attend. Apart from special provisions in the rules of the organization, even accidental omission to give notice will invalidate the proceedings.

Quorum:

An organization consists of a number of people, of whom a certain number or “quorum” must be present at meetings if the decisions taken are to be recognized as valid and binding. When the organization has no rule regarding the required number, a majority of members must be present.

Points of Order:

Unless the bylaws provide specific guidelines, meetings will be conducted according to the meeting procedure guide. The publication “Perry’s Call to Order” can be referenced when questions of procedure arise and are not addressed in existing SA governing documents.

Items of business are taken in the order outlined on the agenda. Only the chair, with the consent of the meeting participants, may rearrange the order.

**Conflict of Interest:**

A member who has a conflict of interest shall declare it when the agenda is being approved, or at the first opportunity thereafter. Those who declare a conflict of interest may neither speak nor vote on any motion or amendment made concerning the matter on which they have made the declaration. They should vacate the meeting until the subject matter has been dealt with. Those who do not participate or leave the meeting because of a declared conflict of interest are still included as present in determining whether there is a quorum.

The Minutes must record all declarations of conflict of interest.

Opening the Meeting:

Meetings should begin on time. Officers, particularly the chair, should respect the starting time so that business can be conducted efficiently.

The person chairing the meeting must be seen and heard by all participants, and should be positioned accordingly. The secretary should take a place near the chair. After establishing that a quorum is present, the chair calls the meeting to order and it officially begins.

If a quorum is not present, the meeting must be adjourned.

Voting:

Most decisions on the meeting's agenda are decided by majority vote. The usual methods of voting are: By a show of hands, by ballot, by voice of acclamation.

A Show of Hands: This is the most common method of voting. The chair counts the hands raised in response to the questions: "Those in favour?" and "Those against?" The chair then announces the count, stating "motion carried" or "motion defeated."

When the vote results in a tie, the motion fails.

Order of Business:

At some meetings the chair may make certain announcements before the group begins business; for example, introduce any guests at the meeting, express congratulations or condolences, or mention other items of personal or general interest to the group.

The first order of business is the **adoption of the agenda**

Following an agenda helps to avoid confusion and wasted time. Participants should receive the agenda before the meeting, along with copies of any reports or briefs to be presented. Participants should come prepared for informed discussion. The meeting participants adopt the agenda as circulated or after suggested changes or additions have been made.

**Minutes:**

The form used for minutes is a matter of organizational style or personal preference; however, minutes should include:

- date, time and location of the meeting
- name of the presiding officer
- names of all in attendance or enough names to indicate the attendance of a quorum—at large meetings, members can sign a register or roll as they enter the meeting room which is included with the minutes.
- name of the secretary
- dates or other suitable identification of correspondence or documents dealt with or referred to in the course of discussion
- person who makes a motion, the seconder and whether the motion is carried or defeated.

If, for any reason, a meeting ends before the agenda is completed, the remaining subjects should be noted in the minutes so they may be deferred to the next meeting.

The minutes record what is decided, not what is said. They are not a verbatim account of the proceedings. Each subject includes sufficient description to identify its origin and the main considerations involved. This may be followed by a brief reference to important examples used in discussion. Each item should conclude with the decision reached. The minutes also should indicate if no conclusion is reached.

The following should not be recorded in the minutes:

- a motion that was moved but not seconded
- an amendment that was moved, seconded, but not carried
- an amendment that was moved, but that was ruled out of order by the chair
- the vote count for and against a motion; or
- the manner in which members vote, unless a member requests that the manner of his or her vote be recorded in the minutes.

Action items can be highlighted in the minutes and serve as a reminder for individuals or sub-committees.

Adoption of the Minutes:

Usually the minutes of a meeting are presented at the next meeting for approval by the board/membership.

If the minutes have been circulated in advance, the chair will request a motion for their adoption as circulated. If any corrections or additions are to be made, the chair requests the members to agree to change the minutes. When all corrections have been approved, a member moves that the minutes be adopted as corrected

The chair then proceeds to business arising from the minutes. Only items that are not covered later in the agenda are dealt with at this time. Questions arising from the minutes are allowed only to obtain information, not to renew discussions.



Motions and Resolutions:

A motion is a proposition placed before a meeting for discussion and decision. It's a proposal for action.

Even though it's the nature of meetings to have more said than done, this guide and Perry's Call to Order will help keep things on track by requiring that no discussion be undertaken until somebody proposes an idea for action. It's through *motions* that everything the group accomplishes gets its start.

Motions should be presented clearly and precisely, leaving no doubt in the minds of either the proposer or the members of the board/team as to the meaning of the motion. The member making the proposal says: "I move that," and then states the action proposed to be taken.

After a motion has been seconded, it is debated and then voted upon.

If, as a result of that discussion, the proposal is carried by a vote of the members, it is considered a resolution of the meeting.

Motions can be made to **receive for information**. When a committee or board report is presented at a meeting, the first motion to be made concerning it is that it be "received". Thus, even if not approved, it becomes part of the minutes. If the motion to receive a report is passed, it is then up for discussion. After discussion, the next motion concerning the report will normally be one to **adopt, amend, approve, or recommend** its proposals.

The proposal itself should contain key information as outlined in the Reports and Recommendation Section of this document.

These processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner, while ensuring that discussion is conducted in a timely fashion.



Reports and recommendations:

Information reports are an important element in the affairs of any organization. Each committee should submit at least one report on its activities during the year, usually at the annual general meeting. Any committee, standing or ad hoc, should prepare and submit a report as soon as possible on any subject specifically referred to it for consideration.

If the subject matter or project is a long one, the committee should submit progress reports from time to time. While reports can be written or oral, a written report is preferable because it serves as a permanent record. Written reports must be dated and signed by the committee chair.

Committee reports can simply be for information and be received as such or contain recommendations and be submitted to the board for direction

Recommendations should be brought forward in the form of a report. The report should contain a specific recommendation(s), the background behind the recommendation(s) and any other pertinent information.

The SA report template should be used as a guideline.

When the report contains recommendations—such as the proposal of a course of action or the adoption of a policy—the adoption of the report must be moved by the presenter then seconded and voted upon. If adopted without change, the report and all recommendations contained in it are automatically approved and must be acted upon. Alterations to the report must be in the form of amendments.

When a report is considered incomplete or its conclusions inadvisable or unacceptable, it is referred back to the committee responsible, to be re-examined, revised and presented at a later date. If the presenting committee feels that it cannot change the report, it must ask the receiving group to dissolve the committee and appoint a new one.

Amendments:

An amendment is a proposed alteration to the terms or content of a motion presented to the meeting. Amendments may be moved at any time during the discussion and **before** the vote on the original motion. Like the original motion, amendments must be seconded by another board/team member.

Brainstorming is great, but it should be done outside of board or team meetings. Time is limited, and often many decisions need to be made at the meeting in a very short time. The rule requiring that a motion, which is part of a report, be tabled before discussing it means that ideas have to be fairly well thought out before turning them over to the



group for its consideration. This rule of “motion before discussion” saves valuable meeting time

Ending the Meeting:

Meetings will be limited to a two hour curfew. A resolution is necessary to extend the meeting beyond this time frame. Members may move adjournment any time except when another motion is being discussed. A motion to adjourn a meeting requires a seconder and is fully debatable.

If, for any reason, all business on the agenda has not been satisfactorily concluded it will be brought forward to the next agenda for discussion.

Related Document:

Report template

History:	Date:	Comments:
Original Policy:	August 31, 2017	Approved by the team at the Sept 7, 2016 meeting
Amendment:	September 19, 2017	Updated to clarify how to bring forward a recommendation. Approved at the Sept 19 team meeting.
Amendment:	November 21, 2017	Removed the reference of election at the AGM