



**COLLEGE OF AUDIOLOGISTS AND
SPEECH-LANGUAGE PATHOLOGISTS OF
NEWFOUNDLAND & LABRADOR**

Policy MANAGEMENT OF ANNUAL GENERAL MEETING, BOARD AND COMMITTEE MEETINGS	Number: 1-10 Section: ADMINISTRATION Page: 1 of 6
Issuing Authority	CASLP-NL Board of Directors
Author	CASLP-NL Board of Directors
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Overview:

Section 4 of the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) Administrative By-laws makes provisions for College business meetings.

Policy:

All business meetings of the CASLP-NL (i.e. Executive, Committee and Annual) shall be conducted in an orderly, standardized and democratic fashion.

Procedure:

Notice

- For the **Annual General Meetings (AGM) of College Members**, the By-laws of the College, Section 4, (e), states “The College shall give Notice of the Annual General Meeting to all College members who are currently in good standing, at least 42 working days before the meeting”. The Notice shall:
 - state the place, date, time and agenda of the meeting.

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- be sent by electronic or postal mail, if no email address is provided, to the last known address of each College member in good standing on record with the College.
 - be posted on the College website.
- For **Special Meetings of the College Members**, the By-laws of the College, Section 5 states “Subject to the specific authority of the Board to abridge the notice period for a Special Meeting to less than 42 days notice, if deemed necessary or desirable by the Board”. The Notice for such Special Meetings shall:
 - state the place, date, time and agenda of the meeting.
 - be sent by electronic or postal mail, if no email address is provided, to the last known address of each College member in good standing on record with the College.
 - be posted on the College website.
 - For the **College Board and Committee Meetings**, the Chairperson of the Board or Committee calls meetings. Notice of the time, place and agenda of each Board or Committee meeting must reach each member of the Board or Committee not less than two working days prior to the date of the meeting.

Agenda

- For the **AGM of College Members**, By-laws of the College, Section 4, (d) states that “the agenda for the Annual General Meeting shall be set by the Board”. It must be sent to all College members in good standing 42 days before the meeting. Additionally, meeting agendas will be made available to members attending the AGM on the day of the meeting. The agenda shall include:
 - a presentation of the financial statements of the College, and a report of the College’s auditor for the previous financial year.
 - The appointment by the College of an auditor to audit the accounts of the College for the coming financial year
 - A report of the work of the College in the past calendar year, which may be updated as far as considered practical by the College closer to the date of the AGM
 - Such other matters as may be determined by the Board.

The agenda should begin with review, revision and adoption of the previous minutes. The agenda then follows a reporting format such that business arising or new business is dealt with under the various portfolios of the Board members and, committee Chairs, if necessary. A section for other business is noted at the end.

- For **Board and Committee meetings**, the agenda shall be set by the chairperson and should begin with review, revision and adoption of previous

minutes. Business arising or continuing from the previous minutes would then constitute the main body of the agenda. Finally, new business items are added at the end of the agenda.

Calling the Meeting to Order

- For the **AGM of College Members and Board Meetings**, the meetings should be called to order when the members/attendees or a quorum of members are present and ready to begin. In the unexpected and unexplained absence of the Chairperson, no one should take action until at least fifteen minutes after the announced starting time. If the Chairperson has still not arrived, the Vice-chairperson assumes the Chair. In the absence of the Vice-Chairperson, the members present may elect a Chairperson from among the attending Board members for that meeting.

The Quorum

- For the **AGM of College Members** the Administrative By-laws of the College, Section 4, (i) states “A quorum for the Annual General Meeting is 10% of the College members in good standing”. When there is no quorum in order to start a meeting then there is no meeting.
- For **Board Meetings** Section 15, (b) states “A quorum for the Board is 50% plus one Board member, not including the ex officio member”. When there is no quorum in order to start a meeting then there is no meeting.
- For **Committee Meetings** Section 18, (c) states “A quorum for committee meetings is 50% plus one. When there is no quorum there is no meeting.

Note: Members who declare a conflict of interest on any particular issue and exempt themselves from voting, are still counted as part of the quorum.

Rules of Debate or Discussion

- *Robert’s Rules of Order* has been adopted by the College for effective and standardized running of business meetings.

Approval of Agenda

- For the **AGM of College Members, Board and Committee Meetings**, approval of the agenda should immediately follow the call to order, announcement that there is a quorum, and Chairperson’s remarks. This is best done by means of a motion “that the agenda be approved as presented”. Those wishing to have items added, deleted

or the sequence changed, should move for an amendment which, if seconded, is then subject to the wishes of the majority.

Approval of the Minutes

- For the **AGM of College Members, Board and Committee Meetings**, after approval of the agenda, a motion is called for approval of the minutes of the previous meeting. Only the accuracy of the minutes is being approved. Persons absent from the meeting for which the minutes are being considered should not move, second or vote on approval of the minutes as they are not in a position to know if the minutes are accurate. For Board and Committee meetings, approval is given for the minutes of the preceding Board/Committee meeting. For AGM and Special meetings, approval is given for the preceding AGM or Special meeting.

Reporting

- For the **AGM of College Members** the Chairperson will present a written annual report and summary of college activities. The treasurer will present the financial reports and other Board members, committees, and individuals may be required to present a verbal report. All reports will be available in the members' section of the college website at least 7 days before the AGM.

Motions

- For the **AGM of College Members, Board and Committee Meetings** any formal motion(s) made at a meeting for the purpose of discussion, debate and vote, requires a mover, and a seconder. The individual proposing the motion should make a statement similar to “Be it moved that...” or “I would like to move that...”. A motion is considered to have been “moved” not “motioned”. Once a motion has been seconded, it can be debated by the members present. After sufficient debate, the Chairperson will call for a vote of members present where the majority rules.

Nominations/Election of Officers

- The College election of officers will occur at the AGM as outlined in the Elections of Officers Policy (1-20). Successful candidates will be announced prior to the AGM.

Business Arising

- For the **AGM of College Members, Board and Committee Meetings** “Business Arising” from the previous meeting is addressed in the agenda only if outstanding

issues exist or there are actions to be completed. Business arising is not an opportunity to reintroduce items which have been debated and decisions made.

Adjournment

- For the **AGM of College Members, Board and Committee Meetings** adjournment is the closing at the end of the meeting. Recess describes a pause or break in the meeting. As the meeting belongs to the members and the majority rules, the members may, by moving, seconding and voting in favor of a motion to adjourn, bring a meeting to an end regardless of the wishes of the Chairperson or whether the agenda items have been completed or not.
The Chairperson may declare a meeting adjourned without a motion or vote if:
 - Order has been lost and cannot be restored.
 - All agenda items have been dealt with.

Voting

- For the **AGM of College Members** the College Board deals with issues of business that will be decided based on a membership vote. In these cases, information about the issue and the vote will be communicated to the membership 30 days prior to the AGM. Additionally, any motions related to the issue resolution will be proposed to the membership prior to the AGM.
- For **Board and Committee Meetings** issues of business will be decided based on Board and Committee membership vote. Issues of business may be presented, debated and voted on during a meeting.

References:

Administrative By-laws, College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador, 2012

Robert's Rules of Order, Introduction to Robert's Rules of Order,
<http://www.robertsrules.org/rulesintro.htm>

Approved By:



CASLP-NL Chairperson



CASLP-NL Board Member