TCSA Policies & Procedures

Section: Board Governance & Operations Reference: 2.11

Policy Title: **Preparation of the Agenda**

Policy Statement:
The preparation of the Agenda shall be supervised by the Chief Executive Officer and approved by the chairperson. Additional items may be added to the agenda by resolution of the Board once the meeting has begun.

Purpose:
The purpose of this policy is to clarify the preparation and distribution of the agenda for regular meetings of the Board.

Procedures:
1. Members of the Board, and members of the general public are invited to place items of business on the agenda by writing or contacting the Chief Executive Officer to provide an outline of the business to be discussed;

2. Major agenda items shall be distributed to the members, DEA/ CSA's and management staff at least one week before the meeting. Background information and reports will be distributed as they are available, and circumstances permit;

3. The agenda is a public document. Extra copies will be available at open meetings for the visiting public.

4. The agenda shall include an opportunity for the public to ask questions of the Board for clarification.

Authorities:
TCSA Act 13; Education Act, 117; Hospital Insurance & Health and Social Services Administration Act, 10(10), 13(1)

Approval Dates: 2008/June 19

Chairperson _____ CEO _____