TCSA Policies & Procedures

Section: Board Governance & Operations Reference: 2.12

Policy Title: **Order of Business at Meetings**

Policy Statement:
The TCSA recognizes that Board business is dealt with in meetings in a predetermined manner usually scheduled over the course of a multi-day meeting. The normal order of business may be varied from time to time to suit the convenience of the Board, visiting delegations or other circumstances.

Purpose:
The purpose of this policy is to organize the business of the Board in a predictable, efficient and effective manner.

Procedures:
The Board follows the action/information style of organizing its business.

1. Regular meetings of the Board will follow the following order of business:

    1. Call to Order and an opening prayer
    2. Review of the minutes of the previous meeting
    3. Approval of the Agenda
    4. Reports from Management
    5. Reports & Delegations
    6. Action Items including Community Concerns
    7. Information Items
    8. Closing Remarks and questions from the public
    9. Review of date and location for the next regular meeting
    10. Adjournment and closing prayer

2. Special meetings of the Board may dispense with sections of the regular order of business to facilitate a focus on the specific purpose for the meeting;

3. The first meeting of a new Board shall, after a call to order and an opening prayer by the chairperson, proceed to elect a vice chairperson and review signing officers and pass a banking resolution. Once officers of the Board have been

confirmed by resolution of the Board, the meeting may return to the regular order of business on the agenda.

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 _____