TCSA **Policies & Procedures**

Section: Board Governance & Operations Reference: 2.13

Policy Title: **Quorum**

Policy Statement:
The TCSA recognizes that the Board is empowered to take action only when a quorum is present at meetings. A quorum is a majority of the members of the Board.

Purpose:
The purpose of this policy is to clarify the purpose of a quorum and indicate procedures to be followed when a quorum is not available.

Procedures:
1. If for any reason a quorum is unavailable to meet at the appointed time and place, the Chairperson, Vice-Chairperson or Chief Executive Officer if need be, shall convene a meeting of those members who are present. Acting in committee, these members shall decide on the appropriate action to take in the circumstances:

a) to delay the starting time until the absent members are able to be present;
b) to cancel the meeting and reschedule it;
c) to cancel the meeting and to assign the responsibility for rescheduling it to a member of the Board office staff;

2. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer may either recess the meeting until the quorum is restored, or adjourn the meeting and reschedule it to another time.

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 _____