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| <b>SUBJECT:</b><br><br><b>Board Meetings</b> | <b>CATEGORY:</b><br><br><b>Governance</b> | <b>NO.</b><br><br><b>G-1.12</b> |
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**PREAMBLE**

*The SIAS Act, s. 8(c), as amended, requires the SIAS board of directors to “hold eight regular meetings per fiscal year and any other meetings that the board considers appropriate.”*

The board of directors’ objective is to conduct its business in a manner that is, and is perceived to be, accountable to its internal and external stakeholders and to the people of Saskatchewan.

**POLICY**

- All regular meetings of the board shall be open to faculty, staff, students and the general public except as provided in section 2 of this policy.
- At the discretion of the board, the following matters shall be considered in-camera:
  - matters relating to the management of personnel, human resource issues and collective bargaining;
  - matters relating to individual members of faculty, staff and students;
  - matters relating to the acquisition, disposition or security of real property;
  - legal matters and matters of a contractual nature where it is in the interest of SIAS to maintain confidentiality;
  - matters relating to the administration of SIAS that have not yet been implemented or made public;
  - any other matters deemed necessary by the board chair.
- Faculty, staff, students and the general public may request that items be included in the regular board meeting agenda.
- Faculty, staff, students and the general public may request an opportunity to make presentations in the open session of a board meeting.

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| Approved by:<br><br>Board of Directors | Prepared by:<br><br>Board Governance/<br>Policy Committee | Date Issued:<br><br>April 23, 2010 | Supersedes/New<br><br>Supersedes | Page<br><br>1 of 2<br>#G-1.12 |
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- Faculty, staff, students or the general public may, with the prior consent of the board, participate in the discussion of a particular agenda item at the open session of a board meeting.

**PROCEDURES**

- Agendas for regular board meetings shall be available to faculty, staff, students and the general public at least one week prior to the regular board meeting. Agendas shall be posted at the office of the president/CEO, campus directors’ offices and student association offices and on the SIAST portal. Campus directors are responsible for ensuring that the agenda is posted at all campus locations.
- The board chair in consultation with the president/CEO and the board executive committee shall determine agenda items for the board meeting. Acceptance of agenda items, presentations to the board from faculty, staff, students and the general public, or approval to participate in the discussion of an agenda item, will be at the discretion of the board chair.
- Faculty, staff, students and members of the public wishing to make presentations to the board shall advise the executive assistant to the board in writing at least 20 calendar days in advance of the scheduled board meeting. This written submission shall include the agenda topic, purpose and brief outline of the presentation. Speakers shall be limited to 10-minute presentations. This time allotment may be extended at the discretion of the board chair. Only the individual(s) who has/have requested the item be placed on the agenda can speak to that item during the board meeting. The board shall receive the information without discussion or debate.
- Faculty, staff, students and the general public who have asked to make a presentation to the board, submitted an agenda item, or requested approval to participate in the discussion of an agenda item, will receive written notification of the board’s response at least 10 calendar days prior to the scheduled board meeting.
- One week following board approval, board minutes shall be posted at the office of the president/CEO, campus directors’ offices, student association offices and on the SIAST portal. Campus directors are responsible for ensuring the minutes are posted at all campus locations.
- Official records arising from in-camera meetings are confidential, and are distributed to board members and the Minister responsible for SIAST.

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