



SUBJECT: Board Minutes/Agenda	CATEGORY: Governance	NO. G-1.14
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PREAMBLE

In accordance with *The SIAS Act*, records are prepared and maintained with respect to SIAS board meetings and committees of the board.

POLICY

Minutes of the board and board committees:

- The board shall prepare and maintain a written record of all proceedings and decisions of the board and any committee of the board.
- The board minutes shall be signed by the board chair and certified by the board secretary. Board committee minutes shall be signed by the committee chair and certified by the board secretary.
- The board chair is responsible, for each meeting of the board or any committee of the board, to provide to the Minister responsible for SIAS a copy of the approved minutes, certified by the secretary of the board or the committee, together with copies of any resolutions or bylaws adopted at the meeting.
- Official records arising from in-camera meetings are confidential, and are distributed to board members and the Minister responsible for SIAS.
- Official records arising from closed meetings are confidential, and distributed only to board members, the Minister responsible for SIAS, and, at the discretion of the board, to members of senior management.
- Minutes of board meetings and resource materials relevant to the minutes and portions thereof may be circulated at the discretion of the board chair and the president/CEO as required to enhance the positive functioning of SIAS.
- When a board member declares a conflict of interest and absents himself/herself from

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the meeting, the minutes shall reflect the time that the board member leaves and returns to the meeting.

- The board shall appoint a recorder at the commencement of all in-camera meetings.

Meeting agendas:

- Agendas for the board meeting shall be determined by the board chair in consultation with the executive committee and the president/CEO. Board members may request, through the board chair, that an item be included in the board agenda.
- Acceptance of agenda items from the public for regular board meetings is at the discretion of the board chair. The board chair shall inform the board of directors of all requests that are received from the public regarding items for the board agenda.
- Agendas for board committee meetings are determined by the committee chair.
- The president/CEO is responsible for ensuring that all subjects appearing on the board agenda are accompanied by sufficient factual information and recommendations within appropriate timelines, to support timely, effective decision making.
- The format for agendas shall include an in-camera session, closed session, open session with decision items and may include presentations.

PROCEDURES

- The executive assistant to the board shall prepare and maintain the permanent sets of board and board committee minutes, record and ensure the timely distribution thereof.
- Minutes of the open board meetings shall be available to the public one week following board approval. Approved board minutes 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 minutes are posted at every campus location.
- The preparation and distribution of agendas for the board and board committee meetings are the responsibility of the executive assistant to the board. Whenever possible, agenda materials should be received by board and board committee members at least seven calendar days in advance of board and board committee meetings.
- Agendas for regular board meetings shall be available to the public one week prior to the regular board meeting. Agendas 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 agendas are posted at every campus location.

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