

EXECUTIVE AND GOVERNANCE POLICY

7.0

Policy Title: 7.0 Executive Operations

Last Approved: May 2022

BACKGROUND

The Executive is required to fulfill the powers and duties assigned by the membership under Bylaw No. 4.2 (Executive – Powers and Duties).

APPLICATION

This policy applies to the Executive and governs their operations. The Executive believes that its ability to fulfill its obligations in an efficient and effective manner is dependent upon the development and implementation of sound organizational principles. The Executive has adopted policies so that the business of the Executive can be conducted in an orderly and efficient manner.

POLICY STATEMENT

1. Membership – The election of the Executive is governed by Association Bylaw No. 4.1 (Election of Executive).
2. Oath of Office – Each Executive member will take the oath of office prior to assuming duties as a member of the Executive.
3. In order to discharge its responsibilities to the membership, the Executive shall hold meetings as often as is necessary. The meeting proceedings will be conducted in accordance with Appendix 7.0A – Proceedings. In accordance with SSBA Bylaw 4.2, a vote or motion for the Executive to sponsor a bylaw amendment or resolution at a general meeting shall be determined by two-thirds majority of votes cast.
 - 3.1. A quorum, which is a simple majority of the number of Executive members, must be present for every duly constituted meeting.
 - 3.2. Regular Meetings – the Regular Executive meeting dates (calendar) will be established annually and approved by the Executive. Adjustments to this schedule may be necessary to accommodate Association business requirements, various education-related events, constituency or other meetings and statutory holidays.
 - 3.2.1. Executive meetings will ordinarily be held at the Association office in Regina, or elsewhere at the discretion of the Executive.
 - 3.2.2. Executive members shall notify the President and Executive Director or designate(s) if they are unable to attend an Executive meeting.
 - 3.2.3. If both the President and Vice-President through illness or other cause are unable to perform the duties of the office or are absent, the Executive shall appoint from among its members an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the President's and Vice-President's inability to act or absence.
 - 3.2.4. Regular meetings of the Executive will not be held without the Executive Director and/or designate(s) in attendance, unless the Executive Director's contract is under consideration.

- 3.2.5. Regular meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum.
- 3.3. Special Meetings – Occasionally, unanticipated or emergent issues require immediate Executive attention and/or action.
 - 3.3.1. Special meetings of the Executive will only be called in accordance with Association Bylaw No. 4.2.
 - 3.3.2. The nature of the business to be transacted must be clearly specified in the notice of the meeting. No other business may be transacted.
 - 3.3.3. Special meetings of the Executive will not be held without the Executive Director and/or designate(s) in attendance, unless the Executive Director’s contract is under consideration.
 - 3.3.4. Special meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum.
- 3.4. Closed Sessions
 - 3.4.1. The Executive may, by motion, schedule a closed session at a time or place agreeable to the Executive or recess a meeting in progress for the purpose of a closed session. Such motions shall be recorded in the minutes of the Executive and shall specify those individuals eligible to attend in addition to Executive members and the Executive Director. The Executive reserves the right to hold a closed session of Executive members only.
 - 3.4.2. The Executive shall only discuss the matter(s) that gave rise to the closed session. Executive members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 4. Agenda for Regular Meetings – The Executive Director is responsible for preparing an agenda for Executive meetings in consultation with the President and Vice-President.
 - 4.1. The order of business at a regular meeting shall generally follow the SSBA Executive Meeting Agenda template.
 - 4.2. The agenda will be supported by all correspondence to the President and copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Executive and will be of value to the Executive in the performance of its duties. Each decision item will include a clear recommendation using the prescribed template format approved by the Executive.
 - 4.3. Items may be placed on the agenda in one (1) of the following ways:
 - 4.3.1. By notifying the President or Executive Director at least ten (10) calendar days prior to the Executive meeting.
 - 4.3.2. By notice of motion at the previous meeting of the Executive.
 - 4.3.3. As a request from an Executive Committee.
 - 4.3.4. Emergent issues that require Executive action may arise after the agenda has been prepared. The President, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

- 4.4. The agenda package, containing the agenda and supporting information including presenter's notes, will be provided electronically to each Executive member seven (7) calendar days prior to the Executive meeting. Subsequently, emergent information may be provided at the meeting; and further, the Executive Director shall advise the President regarding the emergent nature of such information.
 - 4.5. The Executive will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Executive.
 - 4.6. During the course of the Executive meeting, the majority of members present may amend the agenda and place items before the Executive for discussion. The Executive may take action on such items.
5. Minutes for Regular or Special Meetings – The Executive shall maintain and preserve by means of minutes a record of its proceedings and motions.
- 5.1. The minutes shall record:
 - 5.1.1. Date, time and place of meeting;
 - 5.1.2. Type of meeting;
 - 5.1.3. Name of presiding officer;
 - 5.1.4. Names of those Executive members and staff/consultants in attendance;
 - 5.1.5. Approval of preceding minutes;
 - 5.1.6. All discussion items, placed before the Executive, with a brief description.
 - 5.1.7. All motions, including the Executive's disposition of the same, placed before the Executive, are to be entered in full;
 - 5.1.8. Names of persons making the motions;
 - 5.1.9. Appointments;
 - 5.1.10. Receipt of reports of committees; and
 - 5.1.11. Recording of the vote on a motion.
 - 5.2. The minutes shall:
 - 5.2.1. Be prepared as directed by the Executive Director;
 - 5.2.2. Be reviewed by the Executive Director prior to submission to the Executive;
 - 5.2.3. Be considered an unofficial record of proceedings until such time as adopted by a motion of the Executive; and
 - 5.2.4. Upon adoption by the Executive, be deemed to be the official and sole record of the Executive's business.
 - 5.3. The Executive Director or designate shall ensure, upon acceptance by the Executive, that appropriate initials are appended to each page of the minutes, and that appropriate signatures are affixed to the concluding page of the minutes.
 - 5.4. The Executive Director or designate will establish and maintain a file of all Executive minutes, in accordance with the SSBA Records Retention Policy.

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- 5.5. As part of its ongoing effort to keep membership and staff fully informed concerning its affairs and actions, the Executive expects the Executive Director to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Executive meetings.
- 5.6. The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Executive Director or designate is responsible to distribute and post the approved minutes.
- 5.7. Each standing or ad hoc Committee will maintain records of proceedings. The records of proceedings are available to the Executive.

REFERENCES

SSBA Bylaw No. 4.1 – Election of Executive
SSBA Bylaw No. 4.2 – Executive – Powers and Duties
Executive Policy 2.4 – Executive Evaluation and Review of Policies
Executive Policy 3.0 – Role of the Executive Member
Executive Policy 6.0 – Executive Member Code of Conduct
Appendix 7.0A – Proceedings
SSBA Executive Meeting Agenda Template
SSBA Executive Templates
Financial and Operational Policies