

## **Ontario Sledge Hockey Association**

### **Policy: MEETINGS & AGENDAS**

#### **MEETINGS**

1. Meetings will start on time and will follow the approved meeting agenda.
2. An attendance roster will be signed at each General and Annual meeting of OSHA and will become part of the official meeting record.
3. Meetings will be conducted in an orderly fashion with the chairperson of the meeting controlling adherence to the agenda and limiting discussion within time constraints.
4. Members are expected to come to meetings prepared, having read and reviewed any materials that have been provided ahead of time, and ready to provide constructive input and make decisions as required.
5. Voting will take place and be recorded, with each member club in good standing, getting one vote. Proxy votes will be declared and approved at the start of the meeting.
6. Although no formal rules of order are adopted at this time, meetings will be conducted in a civil and constructive manner, following generally accepted procedures and OSHA's approved constitution, policies and regulations.

#### **AGENDAS**

The purpose of setting and adhering to an agenda is to keep the meeting orderly and on track, resulting in a productive use of time.

An agenda will be distributed to all member clubs at least two weeks before a scheduled general meeting. Any club or individual with a specific item they want to have tabled at the meeting should submit the item, along with any supporting materials, to the secretary of OSHA prior to the agenda being posted to all clubs.

Proposals should be submitted for distribution with the meeting agenda, in order to give everyone enough time to review them and be prepared to discuss at the meeting.

Meetings will generally follow a standard agenda format. The AGM will include the election of Board executive.

## **Agenda format**

- |     |                         |   |
|-----|-------------------------|---|
| 1.  | Call to order           | Chairperson officially opens the meeting.   |
| 2.  | Agenda                  | Review and approval of meeting agenda – opportunity to add and or delete items.   |
| 3.  | Declarations            | Confirm quorum, member in good standing status of clubs present, proxies, conflicts   |
| 4.  | Guests                  | Groups or individuals invited to speak / make a presentation at the meeting.  |
| 5.  | Minutes of last meeting | Review and approve minutes of previous meeting, noting any changes and corrections.<br>Matters arising from minutes.  |
| 6.  | Financial Report        | Review and approval of financial position.  |
| 7.  | Executive Summary       | Report of executive activities since last meeting.  |
| 8.  | Committee Reports       | Reports from standing and ad hoc committees.  |
| 9.  | Club Reports            | Clubs can report on any events or activities that are significant or of general interest and/or benefit to all.   |
| 10. | New Business            | Items that have been identified for discussion at the meeting. These items are normally submitted prior to the agenda being published, and may include attachments the members are expected to review ahead of time and be prepared to discuss and make decisions at the meeting. |
| 11. | Other Business          | Miscellaneous Items.  |
| 12. | Adjournment             | Meeting is officially ended.  |

Policy adopted on \_\_\_\_\_

President \_\_\_\_\_

Secretary \_\_\_\_\_