

OLDS COLLEGE BOARD OF GOVERNORS BYLAWS

Bylaw Name:	Agenda	Number:	7
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ARTICLE SEVEN: Agenda

The agenda for a meeting shall be prepared by the Chair in consultation with the President.

- 7.1 All Board matters to be considered by the Board shall be directed to the President who shall include them for the Chair's attention for the agenda for its next meeting.
 - 7.2 All matters to be included on the agenda of all regular Board meetings shall normally be provided to the President not less than ten (10) days prior to the date of the meeting. Supporting material for the agenda shall normally be provided to the President not less than five (5) days prior to the date of the meeting.
 - 7.3 Except as hereinafter provided, the business transacted at any meeting of the Board shall include only those items placed on the agenda circulated prior to the meeting.
 - 7.4 At any regular meeting, members may give notice of motions to be placed on the agenda for the following meeting, or, if super-majority of the members that are present, may introduce a motion dealing with a matter not on the agenda to be considered at the meeting in progress.
 - 7.5 Notice of any special meeting shall indicate the particular agenda to be considered, and no other matters may be dealt with at that special meeting unless all members are present or unless provisions under 6.6 are complied with. For special meetings only, the notice of meeting and agenda may be delivered verbally. Confirmation is to be emailed before the date of the meeting.
 - 7.6 A member of the Board may waive notice of agenda for a subsequent meeting by informing the Board at any meeting of their anticipated absence, or by giving verbal or written notice to the same effect to the Board Secretary. Where such notice has been given, the Board, notwithstanding the provisions of Sections 6.4 and 6.5, may proceed with items not on the regular agenda as though the member was present.
 - 7.7 Copies of the agenda, together with all supporting information, for the consideration at the Board's regular meetings shall be circulated to the members so as to be received not less than four business days prior to the meeting.
 - 7.8 Copies of the agenda for regular meetings and/or special meetings of the Board shall be available to the internal and external community by posting on the Olds College website not less than three (3) days prior to the meeting of the Board.
 - 7.9 The agenda shall be adopted by resolution at the commencement of each Board meeting subject to the provisions of Section 7.3; and
 - 7.10 Any defect in compliance with the requirements of Section 6 herein shall not invalidate the proceedings of the Board at a properly constituted meeting.
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