



MEETING PROTOCOL

Category:

BOARD GOVERNANCE

Policy Number:

BG-7

Board Approval Date:

September 24, 2026

Objective:

Board meetings will be conducted in an orderly, effective process, led and defined by the Chair.

Scope:

This policy applies to all members of the Board of Governors of Olds College.

Definitions:

Policy:

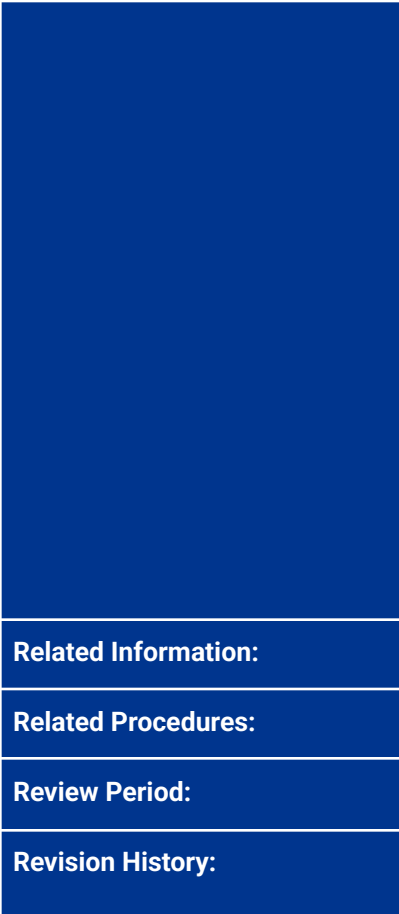
1.	Board meetings will be conducted in an orderly, effective process that aligns with the Board Code of Conduct and will be led and defined by the Chair.		
1.1	All by-law obligations respecting Board meetings must be satisfied.		
1.2	Board meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum.		
1.2.1	Board members shall be fully prepared to participate in the meeting.		
1.3	Meeting order and decorum shall be maintained and all members treated with dignity, respect, courtesy and fairness during discussion and debate and in all other respects.		
1.3.1	Board members shall use a point of order directed to the Chair when there is a question as to whether correct procedure is being followed.		
1.4	Board members shall keep their comments relevant to the issue under consideration.		
1.5	Board meetings will be conducted at a level of informality considered appropriate by the Chair, including that discussion of a matter may occur prior to a motion on any given subject.		
1.5.1	With the exception of a laptop used to access the Board meeting agenda and materials, all devices shall be turned off.		
1.5.2	A Board member shall request to be heard by raised hand.		
1.5.3	A Board member may request a break outside of breaks scheduled on the meeting agenda.		



	1.6	Proposals that the Board take action or decide a particular matter shall (unless otherwise agreed to by unanimous consent) be made by a motion of a Board member, discussed, and then voted on. Motions do not require a second to proceed to discussion and subsequent vote.
	1.6.1	The Chair of the Board may, to the same extent as any Board member, make motions, engage in debate or vote on any matter to be decided.
	1.6.2	A motion to amend a motion may be made but third level amendments are out of order.
	1.6.3	A motion to refer to a committee, defer or table may be made with respect to a pending motion and, if carried, shall set the main motion aside accordingly.
	1.7	Board members may speak to a pending motion on as many occasions, and at such length, as the Chair may reasonably allow.
	1.8	A vote on a motion shall be taken when discussion ends but any Board member may, during the course of debate, move for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the motion shall then be taken.
	1.9	A majority vote will decide all motions before the Board, excepting those matters in the by-laws which oblige a higher level of approval.
	1.10	On the conclusion of all business, adjournment shall be declared by the Chair.
	1.11	A Board member may request to have their vote on the record, provided that this request is made prior to voting.
	1.12	When further rules of order are to be developed by the Board, the Board will consider the most recent edition of <i>Robert's Rules of Order</i> as a resource guide.
2.	Board meetings shall be held in accordance with the annual approved Board of Governors Work Plan.	
	2.1	The Chair may at any time call a special meeting of the Board and it shall be the duty of the Chair to call a special meeting when so requested in writing by a majority of the members of the Board.
	2.2	A special meeting called by the Chair must give all members a minimum of seven (7) days' notice. No such notice shall be required if the meeting is called by the Chair at a duly convened previous meeting.
	2.3	The notice calling a special meeting of the Board shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at such meeting, except with the unanimous consent of all Governors present at such meeting.



	2.4	On urgent or extraordinary occasions, an emergency special meeting may be called by the Chair and the notice provided in sub-section 2.2 shall not be required.
3.	Board meetings shall be considered open to observers from the public, except that the Board may exclude the public from a meeting if it considers it necessary to protect the interests of the public or a person and the desirability of avoiding disclosure outweighs the desirability of public disclosure of the information.	
	3.1	Reasonable accommodation shall be made for seating at regular Board meetings.
	3.2	A person who is not a member of the Board may not participate in debate unless such person is invited by the Board Chair to participate in a specified manner, or members decide by a simple majority of members present and voting that a named individual be heard.
	3.3	Items discussed in-camera are items of a confidential nature as prescribed within legislation, including, but not limited to: • Items dangerous to personal privacy, including human resource issues and matters pertaining to individual students; • Changes in executive personnel; • Individual or public safety; • Business interests of a third party; • Financial or economic interest of the Board and its affiliates, including local public body confidences; • The integrity and protection of security systems; • Policy advice as provided in the <i>Freedom of Information and Protection of Privacy Act</i>; • Litigation matters and solicitors' legal advice; • Publicly visible or otherwise material external and/or internal changes; • Partnership update; • Internal governance matters of the Board; • Property acquisitions or disposals; • Drafts of resolutions, bylaws or other legal instruments such as rules and regulations.
	3.4	Confidentiality shall be maintained respecting all discussions undertaken by the Board in-camera.
4.	Attendance at in-camera and special in-camera sessions shall be at the discretion of the Board.	
	4.1	All Board members, with the exception of those who are deemed to be in conflict of interest as defined in the Code of Conduct Policy are required to attend all in-camera sessions.
	4.2	The President shall attend all in-camera meetings, except where issues of their performance or compensation are being discussed, at which time they may be excluded from the proceedings at the direction of the Chair.
		4.2.1 The Board may hold special in-camera meetings where the President and administration will be excluded.



	4.3	Senior staff will be included in in-camera discussions at the discretion of the Chair.
	4.4	The Board Secretary will be in attendance at in-camera sessions and will only be excluded at the discretion of the Chair.
	4.5	Resource persons may be invited to Board in-camera meetings at the discretion of the Chair.
5.	A motion of the Board required for a matter considered during the in-camera or special in-camera session will be made and recorded in the minutes of the open general meeting.	
6.	Notes of any part of a meeting that is held in-camera or special in-camera shall be kept separately and made available for scrutiny only to members of the Board and to anyone who may be authorized by the Board to see them.	
7.	Board Committee meetings will be held in-camera.	
3 years		
NEW: October 2024 Revised: September 2026		