



POLICY MANUAL

Code: TFB 96013

Policy Procedure Guideline

Title: Meeting Quorum Policy

Approved By: Trust Fund Board

Date: December 15, 1997
Resolution #: 97/179

Chair Signature:

Further References: Meeting Procedures Policy TFB 94/64

Purpose:

To provide guidelines regarding the minimum number of board members to be considered a quorum for Trust Fund Board meetings and special votes.

Background:

This issue was initially discussed in March 1997. An interim policy was established by special vote on urgent matter on March 24, 1997, establishing that 50 per cent of the members constitute a quorum.

Details:

1. Attendance of 50 per cent of Trust Fund Board members at a meeting or in a special vote on urgent matters will constitute a quorum of the Trust Fund Board.
2. Trust Fund Board members who will not be attending a meeting will contact the Program Coordinator at least 36 hours (3 days) in advance of the meeting to indicate their anticipated absence.
3. If 50 percent of Board members are not in attendance within 15 minutes of the scheduled start time of the meeting, the meeting will not be called to order and the Program Coordinator will attempt to contact absent Board Members who are expected at the meeting for confirmation of their attendance.
4. If a quorum is expected within a reasonable time (e.g., one-half hour) as determined by the Chairperson, or acting Chairperson, the meeting will be postponed until a quorum is present. If a quorum is not expected within a reasonable timeframe, the meeting may be canceled by posting a notice at the regular meeting location.