

## **1. Accessibility**

Motions for consideration or debate must be submitted in advance in writing to the secretary of the Board, a minimum of 12 hours prior to the Board meeting at which they are to be considered. Additional time frames may apply as per the By-laws. This is to ensure Board members have time to reflect upon the motions presented, as well as to ensure they are provided with advance notice of such motions.

Exceptions may be made for Emergency Motions, which are defined as motions pertaining to events that have occurred within the past 12 hours and which involve a clear action to be taken by the Board. Emergency motions may be accepted at the discretion of the Chair.

Meetings will not go longer than two hours. If a meeting has not concluded by the end of the allocated two-hour period, a motion to extend the meeting must be made. This ought only to be done in the case of time-sensitive emergencies. Meetings can only be extended by 30 minute increments and such a motion must be passed by two-thirds of those present. Extending the meeting can only be done a maximum of two times (i.e. one hour). This is to ensure that meetings remain accessible for all members, some of whom may have employment or dependent-care requirements. It also recognizes that decision-making becomes impeded and poor when members are tired and when meetings drag on for long periods. Extended meetings can also create mental health and psychological barriers to participation.

## **2. Regrets**

Regrets must be submitted to the Secretary of the Board (Resource Coordinator) and must:

- a. include the specific extent of that absence,
- b. include the reason for that absence, and
- c. be submitted at least six (6) hours in advance of the meeting in question or under exceptional circumstances as dictated by the deliberative body.

Acceptable reasons for the submission of regrets include:

- a. bereavement,
- b. illness or accident
- c. an academic or employment specific conflict (i.e. scheduled class/employment shift that coincides with the meeting), and
- d. a personal or family emergency.

**3. Meeting Procedures**

The Chair may use Robert's Rules of Order as a guide for conducting meetings, however it must be borne in mind that overly strict application of complex technical rules can become a barrier to participation in a meeting and can prevent consensus-based decision-making. The Chair is therefore authorized to bypass Roberts Rules when necessary in the interest of equity and consensus. Decisions of the Chair are always subject to challenge from the floor.