

## MEETING STRUCTURE AND REPORTING POLICY

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### INTENT

This policy ensures that the Board of the Library Association of Alberta meets regularly and that meetings are run in an efficient and timely and cost-efficient manner.

### POLICY

The board shall:

1. Meet in an in-person or virtual format.
2. Follow any in-person meetings with committee meetings so as to keep travel and expenses to a minimum.
3. Make use of a consent agenda for all Board meetings.
4. Receive submitted reports from all Committee chairs and other LAA representatives.

### PROCEDURES

1. A minimum of four board meetings are scheduled each year.
2. To the extent that it is possible, board meetings for the entire year are scheduled following the AGM.
3. The President and ex-officio prepare the agenda prior to the meeting.
4. Committee chairs and other LAA representatives provide ex-officio with written reports, as needed, at least one week in advance of each board meeting so as to include the reports in the board package.
5. Ex-officio posts the agenda on the shared Board platform at least one week prior to the board meeting.
6. Proposals, background information and reports that are not prepared in advance should be distributed virtually at the meeting.
7. Typical consent agenda items are routine, procedural decisions that are likely to be noncontroversial including, but not limited to, approval of the minutes; Committee reports not requiring a decision, financial reports not requiring a decision, final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications; routine matters such as appointments to committees; staff appointments requiring board confirmation; reports provided for information only; and correspondence requiring no action.

### RESPONSIBILITY AND ACCOUNTABILITY

This policy will be reviewed by the Association Governance Committee every two years.

### REVIEW HISTORY

- March 2022
- October 2018

### RELATED DOCUMENTS

- Board of Directors Meeting Agenda Template