



POLICIES OF DURHAM COLLEGE STUDENT ASSOCIATION, 2022

Chapter A-1

BOARD PROCEDURES POLICY

DURHAM COLLEGE STUDENT ASSOCIATION (hereinafter the “Corporation”)
BOARD PROCEDURES POLICY (hereinafter the “Policy”)

PART I - POLICY STATEMENT

Policy shall govern meetings

1. The Board establishes this Policy to govern the procedures of meetings of the Board and the Committees thereof.

PART II: DEFINITIONS

Definition not provided for in this policy by-laws

2. Any capitalized terms that are not defined herein shall have the same meaning as those defined in the By-Laws.

Definitions

3. The following definitions shall apply to the Policy:

“Motion” shall have the same meaning as Ordinary Resolution, as defined in the By-laws.

“Rule of Order and Procedure” shall mean the Robert’s Rules of Order Newly Revised (12th Edition) and if the matter still be unresolved the House of Commons Procedures and Practices (third edition).

PART III: GENERAL

Procedures at meetings

4. The procedure for meetings as contained in this Policy shall be maintained throughout all meetings of the Board, and all committees meetings thereof.

Authority in unproven cases

5. In all cases not provided for hereinafter, or by resolution of the Board procedure questions shall be decided by the Chairperson, whose decision shall be based on the usages, forms, customs and precedents of the parliamentary traditions set forth in most recent edition of the Rules of Order and Procedure.

Adaption for disabilities

6. The Chairperson may alter the application of any practice in order to permit the full participation in the proceedings of any Executive Officer, Director or Member with a disability.

PART IV: OPEN MEETING

Public meeting

7. Except as provided in this division, all Meetings shall be open to the public.

Closed Meeting

8. A Meeting or part of a Meeting may be closed to the public if the subject matter being considered is,
 - a) the security of the property of the DCSA;
 - b) personal matters about an identifiable individual;
 - c) a proposed or pending acquisition or disposition of property;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation;

f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose, or on the recommendation of the corporation's solicitor;

g) a position, plan, procedure, criteria, or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the DCSA, including matters regarding the relationship with Durham College of Applied Arts and Technology; or

h) Durham College of Applied Arts and Technology is requesting the matter be dealt with in a closed session.

Conditions before closing meeting

9. A Meeting may be closed to the public if the following conditions are both satisfied,
- a) The Meeting is held for the purpose of educating or training the Executive Officers Directors; and
 - b) at the Meeting, no Executive Officer or Director discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board.

Resolution required

10. Before holding a Meeting or part of a Meeting that is to be closed to the public, the Board shall state by resolution,
- a) the fact of the holding of the closed Meeting and the general nature of the matter to be considered at the closed Meeting; or
 - b) in the case of a meeting under section 9, the fact of the holding of the closed Meeting, the general nature of its subject-matter and that it is to be closed under that section.

Vote in closed session

11. Subject to section 12, a Meeting shall not be closed to the public during the taking of a vote.

Conditions for vote in closed session

12. Despite section 11, a Meeting may be closed to the public during a vote if,
- a) section 11 permits or requires the Meeting to be closed to the public; and

b) the vote is for a procedural matter or for giving directions or instructions to officers, employees, legal counsel, any deemed agents of the DCSA, or persons retained by or under a contract with the DCSA; or

c) it is expedient to the flow of business that the vote be held in closed session and the resolution and the vote be announced at the first instance where the board meets in open session after the vote was taken.

Closed session mandatory for discipline

13. A Meeting shall be closed to the public if the subject matter is regarding discipline of Directors, Executive Officers, or employees of the Corporation.

Compliant over closed meeting

14. Should any Director or Member have reasonable grounds to believe that a provision of this Article IV has been violated, then that Director or Member shall notify the Secretary of the Board who shall forward the complaint to the Corporation's legal counsel so they may review the subject matter of the closed session. If the subject matter of the closed session is not in accordance with part IV the Corporation's legal counsel shall advise the Board regarding the closed session and give such recommendations as they deem fit.

Exclusion from closed session

15. The Directors may exclude the Chairperson, the General Manager, and the Secretary of the Board from a meeting, should the majority agree that it is in the best interests of the Corporation to do so, and the Corporation's Legal Counsel agrees.

PART V: NOTICE

Notice

16. The Secretary of the Board shall give notice of all Meetings of the Members or, the Board by placing the notice on the website of the Corporation, and by e-mail to all Directors of the Corporation and the Chairperson, General Manager, and Financial Controller. This would normally be done seven days (7) before the meeting of the body which shall meet, however in cases of a Special Meeting this shall be done when the consent to the holding of the Meeting with less than seven days notice.

DIVISION VI: PROCEDURES TO BE MAINTAINED AT THE BOARD

Agenda for Board Meeting

17. Upon the date and hour specified in the calling of the Meeting, the order of business for the Meeting shall be:

- (a) Call to Order and Roll Call
- (b) The Land Acknowledgement
- (c) Adoption of the Agenda
- (d) Declaration of Conflict of Interest
- (e) Adoption of the Minutes of the previous meeting
- (f) Delegations/presentations
- (g) Motions
- (h) Report of the Executive Chairperson and General Manager
- (i) Reports of Committee
- (j) Financial Reports
- (k) Other Reports
- (l) Statements or Questions by Members
- (i) Supplemental agenda
- (m) Closed Session
- (n) Adjournment

Quorum at start of meeting

18. If at the date and hour specified in the calling of the Meeting, there is not quorum present, the Board shall adjourn for a quarter hour, and if quorum is not present upon the quarter hour after the date and hour specified, the Meeting shall be adjourned and further notice shall be given for another time and date for the Meeting of the board.

Quorum during the meeting

19. If at any point during the Meeting there is not a quorum present, the Board shall adjourn for a quarter hour, if quorum is not present upon the at the end of the quarter hour, the meeting shall be adjourned and further notice shall be given for another time and date for the meeting of the board.
20. If the Board met in closed session and held in a vote in accordance with section 14(c), then a quorum need not be present for the vote to be announced in open session.

Board to elect presiding office

21. If at the date and hour specified in the calling of the Meeting, the Chairperson and the Deputy Chairperson are not present, the Board shall elect another person to chair the Meeting in accordance with the By-laws.

Chairperson role for decorum

22. The Chairperson shall ensure that decorum, proper conduct and ensure the Rules of Order and Procedure are observed, and is authorized to rule on all points of order, questions of privilege, points of information and other matters relating to this Policy. The Chairperson shall be advised by the Secretary of the Board when ruling on all points of order, questions of privilege, points of information and other matters relating to this policy.

Director arriving late for meeting

23. If a Director arrives at a Meeting after the roll has been called or leaves before the Meeting has been adjourned, the Secretary of the Board shall note the time of the Member's arrival or departure in the minutes. When a Member arrives early or late and has a conflict of interest they shall declare the interest before the matter is considered.

Agenda

24. It is the responsibility of the Secretary of the Board to prepare the agenda for the meeting. The Secretary of the Board shall accept items for the agenda from any Director. The Secretary of the Board shall accept any item on the agenda from staff only if that item has the approval of the General Manager. Once the agenda has been delivered to the Directors, it may only be amended by (i) a supplemental agenda; or (ii) a simple resolution of the Board.

Supplemental agenda

25. The Secretary of the Board may prepare a supplemental agenda which contains matters not found on the initial agenda, before considering any aspect of the supplemental agenda, the Board shall pass a resolution to consider the items on the supplemental agenda.

Land Acknowledgement

26. The Chairperson shall at the appointed time read or ask a member to read the Land Acknowledgement in this or similar format:

Durham College Student Association is situated on the traditional lands of the First Peoples of the Mississaugas of Scugog Island First Nation. We recognize the lands on which we gather are covered under the Williams Treaties and rest within the traditional territory of the Mississaugas, a branch of the Anishinaabeg Nation, which also includes Algonquin, Chippewa, Odawa, Ojibway and Pottawatomi. It is through the treaty process that we are able to live, learn, gather, teach and prosper in this region.

We acknowledge with gratitude this land and the Indigenous Peoples who have cared for and continue to protect Turtle Island (North America) and its resources. We commit to the responsibility of reconciliation and the work of increasing awareness and understanding of our shared history. We do so by recognizing the past and working towards a shared future as friends and allies.

Delegation - invitation

27. In order to have a delegation or presentation to the Board, the presentation must be relevant to the role of the Board, and approved by the Board, the Chairperson, or the General Manager.

Delegation - limits

28. There shall be no more than three presentations during the course of a Meeting. The presentations shall be limited to ten minutes with a ten minute question and comment period.

Reports – order of address

29. Reports of Committee shall be address in the following manner:
- (a) Report of the Management Committee, and the Members thereof;
 - (b) Reports of the Standing Committees; and
 - (c) report of other Committees.

Report – motion

30. Reports from Committees, the General Manager or other Executive Officers do not need to be voted on unless that report includes a Motion. When a Motion is included the Motion shall be addressed with after the report has been considered.

Statement and Questions

31. Each Director is entitled to make a statement, an announcement, or ask a question of the Executive Officers at the point in the agenda specified in 17(j) for a period of up to one minute. If a question is asked, another minute shall be given for a response.

When motion to adjourn is in order

32. A Motion to adjourn requires a seconder and may be made at any time during a Meeting except:
- (a) when another Director has the floor;
 - (b) when a vote has been called; or
 - (c) during the taking of a vote.

Motion to Adjourn - limit

33. If a Motion to adjourn is defeated, another Motion to adjourn shall not be made until after an intermediate proceeding has been completed.

Automatic Adjournment

34. Meetings shall automatically adjourn three hours after commencement if still in session, unless otherwise decided by a Special Resolution of the Directors present. Where a Meeting is authorized to continue past three hours, the Meeting shall be automatically adjourned one hour later, unless the Meeting is authorized to continue for further one-hour periods, with each period requiring the unanimous consent of all Directors present.

PART VII – MOTIONS

Motion in writing

35. No Motion or amendment shall be considered unless seconded and reduced to writing.

Notice required

36. No original Motion, except procedural Motions, shall be received without notice, except by permission of the Board.

Motion withdrawal

37. When a Motion has been read by the Secretary of the Board it cannot be withdrawn without the consent of the Board.

Speaking limits

38. A member who moves a Motion is entitled to four minutes to speak, all other speakers are entitled to three minutes to speak. The mover of the Motion may have the opportunity to close debate, thereafter the chair shall immediately close debate dispose of the question.

Amendment - notice

39. A Director who intends to propose an amendment to a Motion that is being debated may give the Chairperson written notice of such intention with the text of the intended amendment.

Close debate

40. When a Motion or an amending Motion has been made and seconded any Director may move that the debate be closed and a vote taken on the Motion or the amendment.

Limits on closing debate

41. The Chairperson shall not accept a Motion that the debate be closed:
- a) if any Director or Member who has given the Chairperson written notice of intention to propose an amendment has not had an opportunity to do so, or
 - b) if in the opinion of the Chairperson the Motion that the debate be closed is an abuse of the rules or would deny Directors or Members an adequate opportunity for discussion.

Closing debate – without debate

42. When the Chairperson accepts a Motion that the debate be closed, that Motion, when seconded, shall be decided without debate. When a Motion that the debate be closed is carried, the Chairperson shall immediately call the question on the Motion or amendment before the board. When a Motion that the debate be closed is lost, discussion shall continue on the Motion or amendment before the board.

Order of precedence - motion

43. When a Motion is under consideration, no other Motion shall be received except:

- i) to adjourn;
- ii) to lay it on the table;
- iii) to consider it clause by clause;
- iv) to postpone it until a certain time;
- v) to postpone it indefinitely;
- vi) to refer it;
- vii) to amend it; or
- viii) to divide upon it;

and Motions for any of these purposes shall have precedence in the order named, following a Motion to put the question.

Motion - lay on the table - debate

44. Motions to adjourn or to lay on the table or to put the question shall be decided without debate.

Motion – refer – debate

45. Debate on a Motion to refer shall be restricted to the questions whether to refer and to whom.

Amendment limits

46. No more than one amendment to a proposed amendment of a Motion shall be in order at one time.

Order of amendment

47. When the amendments are proposed to any Motion, the amendments and the original Motion shall be put in the reverse order to that in which they were brought forward.

No further debate after question

48. When a question is finally put by the Chairperson, either as an original Motion, as an amendment, or as an amended Motion, no further debate shall be allowed, the Chairperson first declaring that the question is finally put.

No director rising after question is put

49. When the Chairperson is putting a question, no Director shall rise.

PART VIII – MOTIONS REGARDING EXPENDITURES

Management Committee Motions regarding Expenditures

50. When the Management Committee recommends that an expenditure is to be authorised, the motion shall be presented in the agenda with a report regarding the expenditure and recommending that it be authorised.

Other motions regarding expenditure

51. The Board shall not consider a motion regarding expenditure originating from a member unless:

- (a) 10 days notice of the expenditure is given to the Secretary of the Board;
- (b) The expense is reviewed by the Financial Controller to determine if the expense is within the current budget and it is reviewed by the Management Committee to determine if it is within the best interest of the Corporation.

If the expense is determined not to be in the best interest of the Corporation, then the resolution requires two-thirds majority to pass.

Suspension of section - limits

52. Sections 50 and 51 may only be suspended by unanimous consent of the Board and the concurrence of the management Committee.

PART IX - VOTING

Voting required

53. When the question is put, every Director present, except the Chairperson and members who are disqualified by conflict of interest, shall be required to vote on the same.

Order of vote

54. In voting, those who vote in the affirmative shall so signify first, and then those who vote in the negative.

Recorded vote

55. Any Director present at a Board Meeting may require a recorded vote. When a recorded vote is requested the Chairperson shall call the roll. Each Member who is not disqualified for voting by way of conflict of interest shall announce his or her vote openly. The Chairperson shall announce and record the result of the vote, and the Secretary of the Board shall record in the Minutes of the meeting how each Director have voted.

Ballot

56. When a secret ballot is allowed for in the By-Laws, any Director present may request that a secret ballot be taken. When a secret ballot is taken each Director shall mark on a sheet of paper if they are in favour or against the question or the name of the candidate. The Chairperson shall collect the sheets of paper and announce the results.

PART X - COMMITTEES

Standing Committee – Rules of Order

57. The Standing Committee shall operate in accordance Parts VI, VII, VIII, and IX mutatis mutandis.

Standing Committee Agenda

58. The agenda for Meetings of the Committees shall be as follows:

- (a) Call to order
- (b) Adoption of the Agenda
- (c) Declaration of Conflict of Interest
- (d) Adoption of the Minutes of the previous meeting
- (e) Informal consideration of matters
- (f) Motions
- (g) Supplemental agenda
- (h) Closed Session
- (i) Adjournment

Standing Committee – Informal consideration

59. During informal consideration of matters each Member shall discuss issues and items of importance to their role and any matters place on the agenda by the General Manager.

Standing Committee – Secunder not required

60. Motions do not have to be seconded in the Committee.

Standing Committee – Notice not required

61. There is no requirement for notice in the Committee.

PART XI - ELECTION OF THE MANAGING DIRECTOR, THE STANDING COMMITTEE, DEPUTY CHAIRPERSON AND THE EXTERNAL DIRECTOR

Timing of the election

62. At the first meeting following training, the Board shall meet by ballot elect the External Director, Managing Director, the Deputy Chairperson, and the Standing Committee, (hereafter called “the appointment meeting”). (amended April 26, 2023)

External Director

63. If at the commencement of a Board of Directors term, the Director who was External Director at the dissolution of the previous Board of Directors, informs the Secretary of the Board that they wish to return as the External Director, then the Chair shall, at the appointed time immediately, proceed to vote for the re-election of the External Director. (amended April 26, 2023)
64. If section 63 is not invoked by the former External Director, the Secretary of the Board shall post the position for External Director at least fifteen days before the appointment meeting. The Board shall receive the report at the candidates for External Director and shall proceed by secret ballot to elect a candidate to be the External Director. (amended April 26, 2023)
65. Notwithstanding sections 63, once every three years the process of section 64 shall be used. (amended April 26, 2023)
66. Section 65 does not prevent an External Director who has served three years from seeking re-election. (amended April 26, 2023)

Managing Director Election – procedures

67. The Managing Director shall be elected as follows:

(a) A member who does not wish to be nominated for the position of Managing Director shall inform the Secretary of the Board by noon the day of the Appointment Meeting that they do not wish to be nominated for the position.

(b) At 12:01 p.m. the Secretary of the Board shall present a list of candidates for the office of Managing Director.

(c) At the appointed hour, the Board shall meet and each candidate shall be given the opportunity to address the Board for up to two (2) minutes, and then answer any questions from the Board.

(d) The Board shall then proceed to a secret ballot. The ballot shall be as follows:

(i) on the nominating ballot,

(i) if there are more than three candidates, each member shall vote for three candidates from the list of eligible candidates. The top three ranking candidates shall then proceed to the election ballot;

(ii) if there three or less candidates which wish to be nominated, then the Board shall proceed immediately to the election ballot.

(ii) on the election ballot, each Director shall vote for one candidate, and the candidate with the lowest total shall be removed, until there are two candidates remaining.

(iii) If there is a tie on the first ballot, all candidates shall continue to the second ballot and the Executive Chair shall vote with the Board on that ballot.

(iv) further ballots shall continue in the same manner as the first ballot until one candidate attains two-thirds majority of the total votes casted.

(v) If after three successive ballots and no candidate achieves two-thirds majority, then a majority of the total votes casted shall be used to determine the results. (amended April 26, 2023)

Deputy Chairperson election – procedures

68. The Deputy Chairperson shall be elected as follows:

- (a) Upon the expiry of the recess of the Board after the election of the Managing Director, the Chairperson shall ask for nominations for the position of Deputy Chairperson;
- (b) Each candidate shall be given the opportunity to address the Board for up to three (3) minutes, and then answer any questions from the Board.
- (c) The Board shall then proceed to a vote by secret ballot. Balloting shall continue until one candidate receives a majority of the total votes cast. The candidate with the lowest number of votes shall be removed after each ballot which does not produce a winner until there are two candidates left on the ballot.
- (d) Upon a winner being declared, the Board shall recess for five minutes.
(amended April 26, 2023)

Standing Committee Election

69. The Board shall immediately proceed to the election of up to two additional members of the Standing Committee.

Special Appointment Meetings

70. The Board shall immediately proceed to the election of up to two additional members of the Standing Committee.

DIVISION XII – ELECTRONIC MEETINGS OF THE BOARD

Interpretation

71. Interpretation – In this Section the following shall apply, in addition to the definitions in Article II of this policy

“Electronic Meeting” means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), and with or without in person attendance;

Electronic meeting when called

74. A regular meeting or special meeting of the Board or Committee may be conducted by Electronic Meeting, in accordance with this section and any Electronic Meeting Protocol, as developed and amended as necessary, by the Secretary of the Board (and attached as Appendix I).

Members participating -quorum

73. Members participating in an Electronic Meeting, either in person or by electronic means, shall be counted for purposes of quorum at the commencement and at any point in time during the meeting. Members shall be entitled to vote, as if they were attending the meeting in person through a vote tallied by the Secretary of the Board, noting only if a vote was made in favour or opposed, and shall not be deemed a recorded vote unless requested by a member.

Closed session during electronic meeting

74. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this Section.

Notice of electronic meeting

75. A public notice of an Electronic Meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such Electronic Meeting.

Hybrid meetings

76. Members of the board may participate electronically or in person during meetings and the procedures for hybrid participation is adapted to reflect the hybrid nature of the meeting.

PART XIII – SUSPENSION OF THE RULES OF ORDER

Motion to suspend

77. A Motion to suspend a Rule of Order and Procedure or a section of this Policy relating to procedures shall take precedence over all other Motions and shall be decided without debate. No Rule of Order and Procedure or section of this Policy relating to procedures shall be suspended except upon the vote of two-thirds of the Members present and voting.

Closed meeting

78. The close meeting provisions of this Policy cannot be suspended.

APPENDIX I – ELECTRONIC MEETING PROTOCOL

Amended by the Secretary of the Board: May 7, 2025

1. An electronic board meeting may be considered when it seems appropriate to do so.
2. The decision to call an electronic meeting shall be left to the discretion of the Secretary of the Board, after consultation with the Chairperson and General Manager
3. A meeting may be conducted by electronic means if notice of the meeting is given to the public, including notification of the way in which the meeting is to be conducted and how to view/attend.
4. Meeting notice shall be provided in accordance with the Board Procedural Policy.

Participation

5. All Members may participate electronically using technology as determined by the Secretary of the Board.

Closed Session Meetings

8. Closed session electronic meetings shall not be made available to the public.
9. Members who declare a conflict of interest must withdraw from the closed session, including electronic/audio participation, for the entire discussion of the matter about which they have declared a conflict.

General

10. Members and Staff participating electronically shall make sure they are electronically present a minimum of 5 minutes prior to the published meeting start time. The Secretary of the Board may verify audio and/or video connections or provide other instructions relevant to the meeting and its format.
11. At the published meeting start time, or shortly thereafter, the Chair shall open the meeting.

Member Speaking

12. All Members are able to participate in debate in keeping with the rules of procedure.

- a. The Chair is to announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping Members informed;
- b. Members participating by audio and visual participation shall raise their hand to indicate they wish to speak;

Motions

- 13. The Secretary of the Board shall record who verbally a moved and seconded a motion from those Members present and verbally identify themselves and confirm verbally their willingness to move/second the motion. All motions shall be read aloud by the Secretary of the Board and each member present shall be called upon one at a time in random order to speak to the motion (if desired). Follow up questions will be at the discretion of the Chair.
- 14. Where possible, amendments shall be discussed with the Secretary of the Board prior to the meeting so that they may be prepared in advance. Where an unanticipated amendment is to be presented, the member shall ensure they are duly recognized by the Chair prior to moving the amendment. When recognized by the Chair, the member shall state their amendment and the Chair shall request a seconder who shall make themselves known verbally. The Secretary of the Board shall prepare the amendment which will be dealt with as outlined in the section 6.1 above.

Voting

- 15. All Members participating electronically must vote on matters which require voting.
- 16. When the Chair calls for a vote on a matter, Members who are participating:
 - a. Using Audio-only communications, shall verbally announce their vote by stating “in favour” or “opposed”;
 - b. Using Audiovisual communications, shall visually show their vote by raising their hand to show they are either “in favour” or “opposed”.
- 17. The votes shall be tallied by the Secretary of the Board, noting only if a vote was made in favour or opposed, and shall not be deemed a recorded vote unless requested to so by a member as per the By-Laws.
- 18. If a member is present in-person or electronically, and when their name is called no response is received to indicate a vote provided, the Secretary of the Board will ask one more time, and if no indication of vote is stated again the vote is deemed a negative vote, unless directed otherwise by the Chair.
- 19. The Secretary of the Board shall announce the result of the vote being “carried” or “defeated” only.

20. When a vote by ballot is permitted or used, the Secretary of the Board shall use software and to conduct a vote by ballot. The length of the vote shall be for seven minutes or until all members who are entitled to vote have voted, which ever shall occur first.

Member Conduct

21. Each Member shall remain silent and attentive to the proceeding when not assigned the floor by Chair.
22. Each Member is to listen for their name in order to be assigned the floor to speak or to vote.
- 8.3 Each Member shall take directions from Chair in order to facilitate an effective, efficient and orderly meeting.

Attendance and Technology Interruptions

22. Members will inform the Chair of any intended departure from a meeting, whether it is temporary or permanent.

Meeting Etiquette

23. The Following Etiquette shall be Followed During Electronic Meetings:
 - a. Dress appropriately as the proceedings and member's video image will be webcast.
 - b. Control audio quality by testing audio before the meeting, situate yourself in a quiet indoor location and if possible, use a good quality headset with microphone.
 - c. Consider lighting by checking the video quality before the meeting and not sitting too close to a bright light source.
 - d. Consider your background to ensure a neutral backdrop free from personal items.
 - e. Speak to the camera and not the screen.
 - f. Mute your microphone when you are not speaking to cut down background noise.

