



Policy:	2.4.6
Approved By:	Executive Committee
Approval Date:	May 28, 2013
Amendment Date(s):	January 14, 2014
Policy Holder:	Chief Administrative Officer

EXECUTIVE COMMITTEE MEETING PREPARATION

Purpose

To provide direction and details for the preparation, conduct and follow-up requirements for Executive Committee meetings including agenda submissions, correspondence, and order of business.

A. Definitions

n/a

B. Policy

1. Executive Committee Meeting Agendas

1.1 Submission Format

Where possible, written items being submitted to the Executive Committee (EC) for decision should be processed through the use of the EC's Request for Decision form with appropriate accompanying reports and/or documents.

1.2 Agenda Item Submissions

The following provides targets and deadlines for staff's submission of items to an EC meeting agenda:

1.2.1 Written Items for Agenda Package

The deadline for staff to submit Requests for Decisions and Briefings for an EC agenda is 1 p.m., four full calendar days before the day of the EC meeting when the matter will be considered. For example, where an EC meeting is scheduled to begin on a Tuesday morning, the deadline for submission of approved documents to the Executive Coordinator is 1 p.m. on the previous Thursday. *(Note: See table at end of this policy for illustration)*

1.2.2 Late Items

EC members and staff may suggest the addition of late items as new business after the agenda deadline by notifying the Chair and receiving approval from a majority of the members of the EC before or at the meeting. Where possible, any written materials that accompany suggested additions should be

circulated in advance of the meeting, providing as much time as possible for review.

Late items should only be submitted for consideration if they are urgent, having arisen since the agenda deadline and where resolution is desirable before the next meeting of the EC.

1.2.3 Chief Administrative Officer Review

All items being submitted to the EC by staff must be submitted to the Chief Administrative Officer (CAO) in advance of the above-noted deadlines with sufficient time for review and comment.

At the CAO's discretion, items submitted to the EC by staff that cannot be properly reviewed by the agenda deadline may be withheld until the next meeting of the EC.

1.2.4 Chief Administrative Officer Role

The CAO is responsible to receive all Requests for Decision and Briefings for review relative to:

1. Policy, organizational, financial and implementation implications.
2. Identification and evaluation of alternatives.
3. Relevance to current organizational priorities such as the Islands Trust Policy Statement and the Islands Trust Council's strategic plan.
4. General completeness as quality information from which the EC can make a decision.

1.2.5 Notice of Petitions and Delegations

A person who wants to present a petition to, or a delegation who wants to appear before the EC at a regular meeting shall, by at least 1 p.m. seven full calendar days prior to the meeting, deliver the request to the Executive Coordinator. The request must include the name of each petitioner with his or her residential address and the subject of the petition or delegation. The subject of the petition or delegation must be related to a matter that is within the jurisdiction of the EC.

At the discretion of the Chair, following consultation with other members of the EC, the petitioner or delegation may be given a space on the agenda. Priority will be given to petitions or delegations related to matters on the agenda of the EC meeting.

No petition may be presented to, nor delegation appear before the EC if this section has not been complied with unless otherwise agreed to by resolution

of the EC before or at the meeting where the petition is to be presented or the delegation wishes to appear.

The maximum time for presentation of a petition or appearance of a delegation before the EC is ten minutes, unless otherwise approved by resolution of the EC before or at the meeting.

1.2.6 Correspondence

EC correspondence will be handled in accordance with Trust Council policy 7.4.2 (Chair and Executive Committee Correspondence). *(Note: All EC correspondence will be forwarded to EC members by email upon receipt and will be acknowledged by the Executive Coordinator as soon as possible).*

The Executive Coordinator will maintain an electronic log of the business correspondence of the EC. A partial correspondence log showing the date, name, subject and date of acknowledgement for all business correspondence will be included in each EC agenda, and will include all EC correspondence received by the Executive Coordinator:

- since the cut-off date and time for the correspondence log included on the previous EC agenda, and
- by 4:30 p.m., five full calendar days before the EC meeting.

If correspondence is received that can be properly considered in a closed meeting of the EC, a separate log of such correspondence will be included in the closed meeting agenda.

If a member of the EC or the CAO wishes an individual item of correspondence to be considered at a meeting of the EC, they must, by at least 1 p.m., seven calendar days prior to the meeting, notify the Executive Coordinator, who will include the correspondence in the draft of the proposed EC meeting agenda.

If a member of the EC or the CAO wishes an individual item of correspondence to be considered at a meeting of the EC and the correspondence has been received after the Agenda Deadline, they may suggest its addition as a late item in accordance with section 1.2.2.

1.3 Order of Business

The agenda for all regular EC meetings will normally include the following matters in the order in which they are listed below:

- (a) Introduction of late items;
- (b) Approval of agenda;
- (c) Adoption of minutes;

- (d) Follow-up Action List and Director Updates;
- (e) Trust Council meeting preparation (at last meetings before Trust Council);
- (f) Bylaws for approval consideration;
- (g) Executive Committee projects;
 - i. Trust Council initiated;
 - ii. Executive Committee initiated;
- (h) Closed meeting (if necessary);
- (i) New business;
- (j) Rise and report decisions from closed meeting (if applicable);
- (k) Correspondence (for information unless raised for action);
- (l) Review and amendment of work program;
- (m) Adjournment.

1.4 Agenda Notification and Distribution

1.4.1. Preliminary Meeting Agenda Review

While written materials may be submitted to the agenda package four calendar days before an EC meeting date, the deadline for staff to submit agenda *topics* is 1 p.m., seven full calendar days before each EC meeting date.

The Executive Coordinator will prepare a draft of the proposed EC meeting agenda, identifying decision and information items and including any requests for delegations or petitions, and circulate it to EC members by at least 4:30 p.m., seven calendar days before each EC meeting date. Decision items unlikely to include a Request for Decision will be flagged.

The Chair will consult with other members of the EC and provide direction to the Executive Coordinator regarding the proposed meeting agenda and approval of any requests for delegations or petitions at least six full calendar days before each EC meeting date.

1.4.2 Agenda Package Distribution

The proposed agenda and accompanying written materials (the agenda package) will be distributed to EC members and senior staff at least four full calendar days before the EC meeting date.

2. Meeting Follow-Up

2.1 Follow-up Action List

EC resolutions requiring further action will be recorded on a Follow-Up Action List (FUAL). The FUAL should identify the meeting for this follow-up as a basis for preparation of upcoming meeting agendas.

The EC FUAL should be used and maintained in a manner consistent with Trust Council Policy 6.7.1 (Work Program, Follow-Up Action Lists and Priority Charts).

The Executive Coordinator will circulate the EC FUAL to all EC members and staff named in the list as soon as possible following each EC meeting, and no later than two calendar days after each meeting.

2.2 Work Program

An EC Work Program should be used and maintained in a manner consistent with Trust Council Policy 6.7.1 (Work Program, Follow-Up Action Lists and Priority Charts).

The EC FUAL will record all directions to staff that arise from meetings and that can be expected to be accomplished before the next meeting. Where projects or activities arising from any meeting are expected to require more than a total of four hours of staff time from any unit, the FUAL will indicate only that the projects and activities will be added to the EC's Work Program.

The EC's Work Program will record all long-term projects and activities that the EC is responsible for, whether arising from legislation, Trust Council resolution or policy. The format for the EC's Work Program will be adopted by resolution of the EC.

C. Legislated References

Trust Council Bylaws:

Trust Council Meeting Procedures Bylaw No.101

Policy and Procedures Manual:

Executive Committee Terms of Reference (2.4.1)

Executive Committee Legislative Role (2.4.4)

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

NOTE: The following table illustrates an example of the timelines for meeting agenda preparation that are described in this policy:

SUN	MON*	TUES	WED	THURS	FRI	SAT
	<p>- 7 DAYS</p> <p><u>1:00 p.m.</u></p> <p>Deadline for: staff identification of agenda topics, delegation or petition requests, requests to include correspondence items on agenda</p> <p><u>4:30 p.m.</u></p> <p>Deadline for Exec Coord. to circulate draft agenda and delegate/petition requests to EC members</p>	<p>- 6 DAYS</p> <p><u>4:30 p.m.</u></p> <p>AGENDA DEADLINE</p> <p>Deadline for Chair direction to Exec. Coord. re agenda and delegates/petitions</p>	<p>-5 DAYS</p> <p><u>4:30 p.m.</u></p> <p>Cut-off time for correspondence log appearing on each EC agenda</p> <p>Deadline to notify delegates/petitioners regarding their status on EC agenda</p>	<p>- 4 DAYS</p> <p><u>1:00 p.m.</u></p> <p>Deadline for staff submission of approved written agenda materials to Exec. Coord.</p> <p><u>4:30 p.m.</u></p> <p>EC Agenda Package distributed to EC and senior staff</p>		
		<p>EC MEETING</p>		<p>+ 2 DAYS</p> <p>EC FUAL distributed</p>		

*In the event of a statutory holiday that falls within this timeline, the deadlines described pertain to the preceding work day.