

## **NWT Council on Invasive Species, Pests, and Pathogens**

### **Meeting Policy and Procedures**

#### **Introduction**

It is essential that meetings of the NWT Council on Invasive Species, Pests, and Pathogens (NWT CISPP, hereafter called the Council) focus on matters related to successfully achieving the objectives of the Council. To ensure this focus, certain meeting protocols must be adhered to. If there is any question regarding procedure that is not covered by any official Council document, Robert's Rules of Order will be followed. Copies of this can be found at [www.Robertsrules.org](http://www.Robertsrules.org)

#### **Procedures**

1. Board Meetings: These meetings are held at minimum two times per year. The purpose of these meetings is to ensure the business of the Council is accomplished.
  - Any member of the Council may attend these meetings as an observer to gather information, however only directors may participate in making decisions.
  - Items for discussion may be submitted in writing by any member of the Council to the Secretary.
  - In order to have these items added to a board meeting agenda, all items submitted (either by regular members or by a director) must be accompanied by a brief description of the issue, a recommendation and rationale for inclusion and consideration on the agenda.
  - The board will make the final decision as to whether a proposed agenda item warrants discussion, and at which board meeting (i.e. it may be deferred for higher priority items).
  - Administrative issues will generally not be discussed at board meetings, unless it is something that requires policy change or development.
  - Tasks that come out of the board meetings will go to the committees or others to accomplish.
  - If a director and their alternate attend a meeting, this shall be counted as one director.
  - A majority of directors constitutes a quorum at all directors meetings.

- Each director is entitled to one vote on any motion or resolution at all board meetings.
  - Decisions at board meetings shall be made by majority vote of all directors present, providing quorum has been achieved. If there is a tie, the chair shall not have a vote and the motion will not pass.
  - Meetings may be held in person, by conference call, videoconference, or through a combination of these, as appropriate, and as resources allow.
2. Annual General Meetings: These meetings are held once a year. All members are invited. The purpose of these meetings, per the Bylaws, is to update the membership on the previous year's activities and business, plan for the next year, share information, and conduct elections. These meetings may be held in conjunction with an invasive species, pests, and pathogens forum or workshop.
- All agenda items must be submitted to the secretary at least one month prior to the AGM.
  - Committee and member updates shall be provided in electronic form to the Secretary at least 2 weeks prior to the AGM. If possible, these updates should be in the form of a one-page written summary.
  - Time slots for committee and member updates will be provided based on the nature of the update.
  - The budget will be reviewed (including discussion on future activities) following updates.
  - Auditor may be appointed to review/audit the current year's financial transactions.
  - Elections will be held last, with the election of Partnership Members preceding the election of Management Members.
  - Quorum at meetings of members will be considered to consist of those members who are present.
  - Each member is entitled to one vote on any motion or resolution at all meetings of members
  - Decisions at meetings of members shall be made by majority vote of all membership present, providing quorum has been achieved. If there is a tie, the chair shall not have a vote and the motion will not pass.
  - Meetings may be held in person, by conference call, videoconference, or through a combination of these, as appropriate, and as resources allow.
3. Special Meetings: Every general meeting other than an annual general meeting is a special meeting. These meetings may be called to amend Bylaws or to address specific concerns if and when the board calls such a meeting or if ten or more members submit a written request for such a meeting.



- Once ten or more members have requested a special meeting, the board will set a date for the meeting and send a meeting notice to the rest of the Council members. The meeting date must be within forty-five days of the receipt of the request.
  - Agenda for the meeting will be sent to the membership one week prior to the meeting.
  - Any member may attend.
  - Quorum at meetings of members will be considered to consist of those members who are present.
  - Each member is entitled to one vote on any motion or resolution at all meetings of members
  - Decisions at meetings of members shall be made by majority vote of all membership present, providing quorum has been achieved. If there is a tie, the chair shall not have a vote and the motion will not pass.
  - Meetings may be held in person, by conference call, videoconference, or through a combination of these, as appropriate, and as resources allow.
4. Committee Meetings: These meetings are held to conduct the specific business of the committees.
- The committee chair will be appointed by the board.
  - The committee chair will be the designated liaison for the committee.
  - Frequency of meetings will be determined by the committee chair or at the direction of the board.
  - Meetings may be held in person, by conference call, videoconference, or through a combination of these, as appropriate, and as resources allow.
  - Decisions of the committee will be put forward as recommendations to the board.
  - Any member may attend, but only as an observer to gather information.
  - Quorum for committees will be a majority of the committee members.
  - Decisions at committee meetings shall be made by majority vote of all committee membership present, providing quorum has been achieved. If there is a tie, the committee chair shall not have a vote and the motion will not pass.