

## SISC Meeting Policy and Procedures

### MEETING POLICY

It is essential that the SISC meetings focus on matters related to successfully achieving the goals of the SISC. In order 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 SISC documents, 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 4 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 can be submitted in writing by any member of the Council to the Program Coordinator on an ongoing basis.
  - 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.
  - Any new business must reference the appropriate section of the business plan to be considered.
  - 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 BOD meetings will go to the Program Coordinator or committees to accomplish.
  - Quorum for Board meetings is 50% + 1 of the Board members.
  - Meetings may be held face to face, by conference call, or by other electronic means
  - Voting will be done using majority rule.
  
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, conduct elections, approve the budget and share information. These meetings may be held in conjunction with an invasive plant 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 Program Coordinator 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.
  - Business plan and budget will be reviewed (including discussion on future activities) and ratified following updates
  - Auditor will be appointed to review/audit the current year's financial transactions.
  - Elections will be held last.
  - Quorum for annual general meetings will be 50% + 1 of the Board members.
  - Meetings may be held face to face, by conference call, or by other electronic means
  - Voting will be done using majority rule.
3. Special Membership Meetings: These meetings may be called to amend bylaws or to address specific concerns if 10 or more members submit a written request for such a meeting. In addition, a special meeting must be called if the board needs membership authorization to sell, mortgage or lease any real property owned by the Council.
- Once 10 members have requested a special meeting, one of the Executive or the Program Coordinator 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 a month of the receipt of the request.
  - Agenda for the meeting will be sent to the membership one week prior to the meeting.
  - Any member in good standing may attend.
  - Quorum for special membership meetings will be 50% + 1 of the board members (plus 50% + 1 of the 10 members that called the meeting, if it was called this way).
  - Meetings may be held face to face, by conference call, or by other electronic means
  - Voting will be done using majority rule.
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 face to face, by conference call, or by other electronic means
  - Decisions of the Committee will be put forward as recommendations to the Board.
  - Any member in good standing may attend, but only as an observer to gather information.
  - Quorum for committees will be 50% + 1 of the committee members.

- Voting will be done using majority rule.