

<i>POLICY</i>	Number: 1-10
MANAGEMENT OF ANNUAL GENERAL MEETING, BOARD AND COMMITTEE MEETINGS	Section: ADMINISTRATION
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Issuing Authority	CASLP-NL Board of Directors
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OVERVIEW

Section 4 of the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) Administrative By-laws makes provisions for College business meetings.

POLICY

All business meetings of the CASLP-NL (i.e. Executive, Committee and Annual) shall be conducted in an orderly, standardized and democratic fashion.

PROCEDURE

NOTICE

- For the **Annual General Meetings (AGM) of College Members**, the By-laws of the College, Section 4, (e), states “The College shall give Notice of the Annual General Meeting to all College members who are currently in good standing, at least 42 working days before the meeting”. The Notice shall:
 - state the place, date, time and agenda of the meeting.
 - be sent by electronic mail to the last known address of each College member in good standing on record with the Council.
 - be posted on the College website.

- For **Special Meetings of the College Members**, the By-laws of the College, Section 5 states “The agenda for a Special Meeting shall be set by the Board, and the provisions of subsections **4 (c), 4 (e), 4 (f), 4 (g), 4 (h), 4 (i), 4 (j) and 4 (k)** of the CASLP-NL Administrative By-laws shall apply, with necessary changes, to a Special Meeting, subject to the specific authority of the Board to abridge the notice period for a Special Meeting to less than 42 working days notice, if deemed necessary or desirable by the Board. The Notice for such Special Meetings shall:
 - state the place, date, time and agenda of the meeting.
 - be sent by electronic mail to the last known email address of each College member in good standing on record with the Council.
 - be posted on the College website.
- For the **College Board and Committee Meetings**, the Chairperson of the Board or Committee calls meetings. Notice of the time, place and agenda of each Board or Committee meeting must reach each member of the Board or Committee not less than two working days prior to the date of the meeting.

AGENDA

- For the **AGM of College Members**, By-laws of the College, Section 4, (d) states that “the agenda for the Annual General Meeting shall be set by the Board”. It must be sent to all College members in good standing 42 days before the meeting. Additionally, meeting agendas will be made available to members attending the AGM on the day of the meeting. The agenda shall include:
 - a presentation of the financial statements of the College, and a report from the College’s accounting firm for the previous financial year.
 - The appointment by the College of an accounting firm to review and assess the accounts of the College for the coming financial year.
 - A report of the work of the College in the past calendar year, which may be updated as far as considered practical by the College closer to the date of the AGM..
 - Such other matters as may be determined by the Board.

The agenda should begin with review, revision and adoption of the previous minutes. The agenda then follows a reporting format such that business arising, or new business, is dealt with under the various portfolios of the Board members, and committee Chairs, if necessary. A section for other business is noted at the end of the agenda.

- For **Board and Committee meetings**, the agenda shall be set by the chairperson and should begin with review, revision and adoption of previous minutes. Business arising or continuing from the previous minutes would then constitute the main body of the agenda. Finally, new business items are added at the end of the agenda.

CALLING THE MEETING TO ORDER

- For the **AGM of College Members and Board Meetings**, the meetings should be called to order when the members/attendees or a quorum of members are present and ready to begin. In the unexpected and unexplained absence of the Chairperson, no one should take action until at least fifteen minutes after the announced starting time. If the Chairperson has still not arrived, the Vice-chairperson assumes the Chair. In the absence of the Vice-Chairperson, the members present may elect a Chairperson from among the attending Board members for that meeting.

THE QUORUM

- For the **AGM of College Members** the Administrative By-laws of the College, Section 4, (i) states “A quorum for the Annual General Meeting is 10% of the College members in good standing”. When there is no quorum to start a meeting, then there is no meeting.
- For **Board Meetings** Section 15, (b) states “A quorum for the Board is 50% plus one Board member. When there is no quorum to start a meeting then there is no meeting.
- For **Committee Meetings** Section 18, (c) states “A quorum for committee meetings is 50% plus one. When there is no quorum there is no meeting.

Note: Members who declare a conflict of interest on any issue and thereby exempt themselves from voting, are still counted as part of the quorum.

RULES OF DEBATE OR DISCUSSION

- *Robert’s Rules of Order* has been adopted by the College for effective and standardized running of business meetings.

APPROVAL OF AGENDA

- For the **AGM of College Members, Board and Committee Meetings**, approval of the agenda should immediately follow the call to order, announcement that there is a quorum, and Chairperson’s remarks. This is best done by means of a motion “that the agenda be approved as presented”. Those wishing to have items added, deleted or the sequence changed, should move for an amendment which, if seconded, is then subject to the approval of the majority.

APPROVAL OF THE MINUTES

- For the **AGM of College Members, Board and Committee Meetings and** after approval of the agenda, a motion is called for approval of the minutes of the previous meeting. Only the accuracy of the minutes is being approved. Persons absent from the meeting for which the minutes are being considered may not move, second or vote on approval of the minutes. For Board and Committee meetings, approval is given for the minutes of the preceding Board/Committee meeting. For AGM and Special meetings, approval is given for the preceding AGM or Special meeting.

REPORTING

- For the **AGM of College Members** the Chairperson will present a written annual report and summary of college activities. The treasurer will present the financial reports. Other Board members, committees, and individuals may be required to present a verbal report. All reports will be available in the members' section of the college website at least 7 days before the AGM.

MOTIONS

- For the **AGM of College Members, Board and Committee Meetings** any formal motion(s) made at a meeting for the purpose of discussion, debate and vote, requires a mover, and a seconder. The individual proposing the motion should make a statement similar to “Be it moved that...” or “I would like to move that...”. A motion is considered to have been “moved” not “motioned”. Once a motion has been seconded, it can be debated by the members present. After sufficient debate, the Chairperson will call for a vote of members present where the majority rules.

NOMINATIONS/ELECTION OF OFFICERS

- The College election of officers will occur at the AGM as outlined in the Elections of Officers Policy (1-20). Successful candidates will be announced prior to the AGM.

BUSINESS ARISING

- For the **AGM of College Members, Board and Committee Meetings** “Business Arising” from the previous meeting is addressed in the agenda only if outstanding issues exist or there are actions to be completed. Business arising is not an opportunity to reintroduce items which have been previously debated..

ADJOURNMENT

- For the **AGM of College Members, Board and Committee Meetings** adjournment is the closing at the end of the meeting. Recess describes a pause or break in the meeting. Chair or designate adjourns the meeting by motioning to adjourn and seconding the motion.

VOTING

- For the **AGM of College Members**, the College Board deals with issues of business that will be decided based on a membership vote. In these cases, information about the issue and the vote will be communicated to the membership 30 days prior to the AGM. Additionally, any motions related to the issue resolution will be proposed to the membership prior to the AGM.
- For **Board and Committee Meetings**, issues of business will be decided based on Board and Committee membership vote. Issues of business may be presented, debated and voted on during a meeting.

REFERENCES

Administrative By-laws, College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador, 2025

Robert’s Rules of Order, Introduction to Robert’s Rules of Order, <http://www.robertsrules.org/rulesintro.htm>



**MANAGEMENT OF ANNUAL GENERAL
MEETING, BOARD AND COMMITTEE MEETINGS**

APPROVED BY:

A handwritten signature in black ink that reads 'Amy RA'. The signature is written in a cursive style with a large, bold 'A' and 'R'.

CASLP-NL Chairperson

A handwritten signature in black ink that reads 'Beverly Manton'. The signature is written in a cursive style with a large, bold 'B' and 'M'.

CASLP-NL Board Member