

BOARD AGENDA DEVELOPMENT POLICY

Category:	Board of Governors
Number:	BO4
Responsibility:	President
Approval:	Board of Governors, April 28, 2022
Amendments:	Every 5 years or as circumstances warrant

PURPOSE

To ensure Board members understand the process for the development of, and have an opportunity to have input into, the Board's agenda.

SCOPE

This policy applies to all members of the Algoma University Board of Governors.

POLICY

The agenda(s) for Board meetings shall be developed by the Secretary to the Board and President in consultation with the Chair and Vice-Chair of the Board, taking into consideration any agenda item inclusion requests from Board committees.

Board agendas for regular meetings of the Board are usually distributed at least 7 calendar days before a meeting.

All matters for inclusion in the agenda of a Board meeting, must be submitted to the Secretary of the Board at a minimum of 10 calendar days prior to the day of the meeting at which they are to be presented. Only matters which have been submitted to the Secretary of the Board shall be included in the agenda and pre-circulated to members.

A Board member who wishes to add an item to the Board's agenda or to be provided with additional information should make this request in writing to the Chair of the Board, through the Secretary of the Board, using the same timelines as above.

If the Board member and the Chair are not in agreement, then the Board member may, on prior notice to the Chair, raise the request during the call for approval of the agenda at the opening of the Board meeting, and the matter shall be determined by the Board.

Updated April 28, 2022