

Category: Governance

Policy Name: Policy on Executive and Council Minutes

Number and date of approving motion: 2022-10-05 October 11, 2022

President's Signature:



Binding Purpose:

To fulfill Section 7:03 of the MHS Constitution and Bylaws: the Secretary "shall cause to be made a true and accurate record of all business transacted at Executive, Council and general meetings of the Society and shall cause to be preserved all corporate records of the Society, and shall ensure timely circulation of all minutes".

The minutes will provide a long term record of Society business and a short term record of actions to be taken as a result of decisions made.

Policy Requirements:

1. The Secretary or, in the absence of the Secretary, a person designated by the Secretary or President, shall attend each Council, Executive and members' meeting to provide an official record of proceedings.
2. What must be included in minutes:
 - a) name of the organization and the type of meeting e.g. Council, Executive, members
 - b) date, start time and, whether it is by electronic means or in person and, if in person, the location
 - c) names of those present and whether Executive, Council, staff or guest with those present only electronically identified
 - d) names of any persons who have sent regrets
 - e) whether quorum was met
 - f) name of the meeting chair
 - g) names of those persons declaring a conflict of interest, the matter on which the declaration was made and the time the person left and returned to the discussion
 - h) the title of each document presented and discussed
 - i) the text of all motions made, their mover and seconder and whether each motion was carried or defeated
 - j) where a vote is taken by ballot, the number of ballots in favour, against and spoiled and the chair's declaration as to whether the motion was passed by the required majority
 - k) if requested, the name of any person who dissents from the motion and asks to have his/her vote recorded
 - l) each approved motion must be numbered consecutively designating the year and a consecutive number (e.g. 2022-01, 2022-03) with a notation to indicate whether the motion was made by Executive, Council or members

- m) if follow up actions are indicated, the person responsible and the date required if specified
- 3. Circulation and approval: The secretary will ensure that an electronic copy of the minutes clearly marked draft is sent to all meeting participants within five days after the meeting.
- 4. Filing: Once minutes are approved, the chair and secretary will sign an official copy of each and the secretary will ensure it is filed by the Executive Director in the MHS office along with the agenda and any relevant documents