

Speech and Hearing BC Policy Statement & Procedures

I.10

AREA: Governance

SUBJECT: Conducting Meetings

POLICY:

The Annual General Meeting, Provincial Council (PC) meetings and Executive Committee (EC) meetings shall follow accepted meeting procedures outlined in the publication, *Call to Order: Meeting Rules and Procedures for Non-Profit Organizations*, by Herb Perry. Voting procedures are detailed in the Policy on Provincial Council Voting.

PROCEDURE:

The President or designate shall ensure that all PC members and Committee Chairs have access to the publication *Call to Order: Meeting Rules and Procedures for Non-Profit Organizations*, by Herb Perry, which shall remain the property of Speech and Hearing BC

The President or meeting Chair shall ensure that rules of order are followed during meetings.

When PC members and Committee chairs complete their terms of office or resign, they shall return their copies of *Call to Order: Meeting Rules and Procedures for Non-Profit Organizations* to the Speech and Hearing BC office for redistribution.