

## Policy 7 – Conduct of Regular Meetings



**Applies To:** All CMHA Executive Committee members, General Members, and invited participants of CMHA-sanctioned meetings.

### **Purpose:**

To establish clear procedures for the conduct, structure, and governance of CMHA Executive meetings. This policy ensures meetings are efficient, transparent, and compliant with CMHA's By-Laws and the Ontario Not-for-Profit Corporations Act (ONCA).

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### **Section 1 – Meeting Types & Frequency**

**7.1 Regular Executive Meetings:** Shall be held at least once per month during the hockey season (September–April). Additional meetings may be called by the President or by majority of Executive members.

**7.2 Annual General Meeting (AGM):** Shall occur within 90 days of CMHA's fiscal year-end. Notice must be provided to all voting members at least 15 days in advance.

**7.3 Emergency or Special Meetings:** May be called by the President or at the written request of no fewer than 25% of Executive members. A minimum of 48 hours' notice must be given, unless unanimously waived.

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### **Section 2 – Quorum and Voting**

**7.4** A quorum shall consist of **50% of current Executive Committee members plus one**. No binding motions may be passed without quorum.

**7.5** Each Executive Committee member holds one vote. The President may vote **only to break a tie**.

**7.6** Voting may occur in person, via secure virtual platform, or by electronic resolution as needed.

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## **Section 3 – Agenda and Minutes**

7.7 Agendas must be distributed at least 48 hours in advance. Late agenda items may be tabled at the Chair's discretion.

7.8 Minutes must include:

- Attendance record
- Adoption of previous minutes
- Motions considered and outcomes
- Summary of reports and assigned actions

7.9 Minutes shall be approved at the next meeting and distributed within 7 days. Approved minutes will be posted on the CMHA website. Records must be retained for **7 years**.

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## **Section 4 – Order of Business**

7.10 Unless otherwise modified by the Chair, the following standard agenda shall be followed:

1. Reception of Visitors
2. Review/Adoption of Agenda
3. Review/Adoption of Previous Minutes
4. Review of Action List
5. Executive Reports:
  - President
  - Vice President
  - Hockey Operations
  - Treasurer
  - OMHA Representative
  - Ice Scheduler
  - Equipment Manager
  - Player Development/Trainers
  - Administrative Coordinator
  - Fundraising, Clothing, Photos, Awards
  - Website Coordinator
  - Policies, Tryouts, Tournaments
  - Other Committees
6. New Business

## 7. Adjournment

7.11 Reports shall be presented **prior** to motions wherever possible, as motions often arise from the content of reports.

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## Section 5 – Conduct, Conflict & Confidentiality

7.12 All participants must conduct themselves with professionalism, respect, and integrity. Disruptive or abusive behaviour may result in removal from the meeting and further discipline.

7.13 Any conflict of interest must be declared. Members must abstain from discussion or voting on related matters.

7.14 Confidential or sensitive matters (e.g., legal, financial, discipline, HR) must remain confidential. Breaches may lead to disciplinary action.

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## Section 6 – Rules of Order

7.15 All CMHA meetings shall be conducted under **Robert's Rules of Order**, unless modified by CMHA's own By-Laws or Policies. In cases of procedural uncertainty, the Chair will refer to Robert's Rules as the final authority.