

Green Party of Vancouver
Board Meeting Agenda & Procedures Policy

The Directors of the Green Party of Vancouver (GPV) agreed that, in the interests of openness and transparency, the regularly scheduled meetings of the Board of Directors will be open to all Members In Good Standing.

To facilitate this practice, it is agreed that the GPV will:

1. Issue notification to all Members In Good Standing and Members Not In Good Standing, informing them of the schedule of regular Board meetings for the coming year, advising them that these meetings are open to all Members In Good Standing, and letting them know that the schedule and procedures for non-Board member participation are posted on the website. Members Not In Good Standing can become Members in Good Standing by renewing their memberships at the door at Board meetings.
2. Ask that anyone planning to bring New Business to the Board provide a written summary, preferably in advance and in digital format, of their New Business, to the Chair, to be adopted into the record of the meeting. The Board recording secretary is not otherwise required to make extensive notes regarding the presentation of New Business.
3. Adopt an Agenda structure to:
 - a. Open with an introduction by all non-Board members in attendance so that their names can be recorded along with those of the Board members;
 - b. Immediately after the introductions by non-Board members, call for New Business, inviting non-Board members to add items to the agenda at that time, and call for a motion adopting the Agenda, including any New Business;
 - c. Confirm the rules of order for the meeting.
4. Invite non-Board members to participate in any discussion during the meeting;
5. Have only Board members call the question on a motion, vote on a motion to call the question, or vote on a motion once the question has been called;
6. Invite the individual who placed New Business on the Agenda to speak to the item for up to five minutes.
7. At the completion of the non-Board member's address the Chair thank the non-Board member and ask for questions, discussion, or if any Board member wishes to make a motion based on the presentation.
8. If there is no discussion, or a motion arising from the New Business, the chair will proceed to the next item of New Business or ask for a motion to adjourn.

Adopted by resolution of the GPV Board of Directors September 10, 2012.