

# Meeting Protocol Act

In order to provide for organised, efficient and effective conduct of business in meetings, the procedure followed in this act will be adhered to at all UADC Executive Council meetings.

## 1. Order of Business

- 1.1 Routine Proceedings
  - 1.1.1 Approval of the Orders of the Day (agenda)
  - 1.1.2 Approval of the minutes
  - 1.1.3 Officer reports
  - 1.1.4 Staff reports
  - 1.1.5 Volunteer reports
  - 1.1.6 Committee reports
    - 1.1.6.1 Standing committees
    - 1.1.6.2 Ad hoc committees
- 1.2 Orders of the day (Agenda)
  - 1.2.1 Old Business
    - 1.2.1.1 Postponed items
    - 1.2.1.2 Unfinished business (items from the last agenda)
  - 1.2.2 New Business
- 1.3 Discussion Items
  - 1.3.1 Old discussion items
    - 1.3.1.1 Postponed items
    - 1.3.1.2 Unfinished discussion items (items from the last agenda)
  - 1.3.2 Unfinished discussion items

## 2. Standing Orders

- 2.1 Motions may arise out of discussion items.

## 3. Recording of Executive Council Motions

- 3.1 All motions of Executive Council that are ongoing either until the Executive Changeover meeting or into the term of the next Executive Council will be recorded in the Operations Manual.
- 3.2 The Legislative portion of the Operations Manual will consist of the:
  - 3.2.1 Acts
  - 3.2.2 Budget
  - 3.2.3 Calendar
  - 3.2.4 Governance List
  - 3.2.5 Staff Contracts
  - 3.2.6 Syllabus
- 3.3 Motions passed by the Executive Council of a permanent nature will be recorded as new or in existing Acts.
- 3.4 All Executive Council motions pertaining to:
  - 3.4.1 Authorisation of the collection or expenditure of monies will be recorded in the budget
  - 3.4.2 Dates will be recorded in the calendar
  - 3.4.3 Appointments of members to club positions will be recorded in the governance list
- 3.5 Orders-in-Council shall not be recorded in the Operations Manual

## 4. Limitation of previous Executive Council motions

- 4.1 All motions passed by the Executive Council prior to the 1998-1999 Executive Council are considered spent.

## 5. Minutes

- 5.1 Information in the minutes will be limited to motions only, except for the information presented the Executive, Staff, Volunteer and Committee reports.

Approved: May 13, 2000

Revised: November 10, 2001