



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: EXECUTIVE MEETING

POLICY #: 1450

Created: May 21, 2018	Last updated: November 25, 2019	Approved: December 18, 2019
-----------------------	---------------------------------	-----------------------------

Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the requirements the Fort Saskatchewan Ringette Association (FSRA) must uphold when holding an Executive Meeting.

2.0 Scope

This policy applies only to the Executive membership of the FSRA and its Executive Meetings. It does not apply to the Executive Meetings of any organizations that the FSRA may belong to.

3.0 Terms

Executive Meeting – A meeting held for the Executive members of the FSRA. Its purpose is to ensure the smooth operation of the ringette program through discussion, and occasionally the passage of business motions to pass new Policies and Procedures. These meetings, like all FSRA meetings, are governed by Robert’s Rules of Order.

Motion Form – A form used to pass a motion at an Executive Meeting. See Appendix.

4.0 Policy

- 4.1 At the call of the President, the Executive members of the FSRA must meet a minimum of six times during the regular season, and as required in the off-season.
- 4.2 All motions shall be written legibly by the mover on an FSRA Motion Form bearing the mover and seconder’s signatures and the date.
- 4.3 All executive voting positions have the right to cast one vote on any or all motions except for the President or acting President who will only cast the deciding vote in the event of a tie.
- 4.4 A minimum of seven days’ notice must be given in order to initiate any discussion or to make changes to the Policies and Procedures at the Executive Meeting.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

4.5 All meetings shall have minutes taken and published. The minutes shall show all pertinent business transacted during the meeting.

4.6 All Executive Members will provide information on their current executive position to incoming position holders. This includes recommendations, or budgets to be handed to the next position holder.