

Operational Procedures Policy

1.0 Definitions

1.1 The following terms have these meanings in this Policy:

1.1.1 *MLA* — Manitoba Lacrosse Association

1.1.2 *BoD* — Board of Directors of the MLA

2.0 Calling of Meetings

2.1 Meetings of the BoD shall be held at least twelve (12) times per year, at such place, at such time and on such day as the President or any four (4) Directors may determine, and the President shall call meetings when directed or authorized by any four (4) Directors, who shall state the business which is to be conducted at said meeting.

2.2 Notice of every meeting so called shall be given to each Director not less than five (5) days before the time when the meeting is to be held, except that no notice of a meeting shall be necessary if all the Directors are present or if those absent have waived notice or otherwise signified their consent.

3.0 Agenda Items

3.1 The agenda for all meetings of the BoD shall be sent out via email to each Director not less than five (5) days before the time when the meeting is to be held. In the event that a meeting of the BoD is called less than five (5) days before the time when the meeting is to be held, the agenda of the meeting should be sent as soon as reasonably possible.

3.2 A provisional agenda for all meetings of the BoD shall be sent out to all Directors not less than fourteen (14) days before the time when the meeting is to be held. This agenda will include all standing items, items tabled from previous meetings, and currently decided upon agenda items. Items can be added to the agenda up to five (5) days before the time when the meeting is to be held.

3.3 Standing Items of each meeting include:

- i. Approval of Agenda
- ii. Approval of Previous Minutes
- iii. Update on Action Items from Previous Minutes
- iv. Treasurers Report
- v. Committee Reports
- vi. Staff Report
- vii. Policy review
- viii. In-Camera Discussion
- ix. Adjournment

3.4 If there are agenda items, which require specific Directors or Committee Members to be present, and they are not present, the Chairperson shall immediately have those items postponed to the end of the meeting. If at the end of all other business, those Directors or Committee Members are still not present, those items shall be tabled until the next meeting.

4.0 Quorum

4.1 At any meeting of the BoD, quorum will consist of a majority of Directors holding office.

5.0 Decorum

5.1 In debate, a Director shall confine comment to the question.

5.2 A speaking Director shall respect the Chairperson's right to speak or recognize a point of order or information. The speaking Director shall defer to the Chairperson on such points.

5.3 Calling for the question, may be ruled out of order by the Chairperson if, in his/her opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

6.0 Meeting Minutes

6.1 The minutes of all BoD meetings shall include motions considered and their disposition, reports received either explicitly or as attachments, and a list of Action Items including the name of the assigned Director.

6.2 The minutes of BoD meetings shall be distributed to all Directors within five (5) days of the time of adjournment of the BoD meeting.

Approved by the Manitoba Lacrosse Association Board of Directors on February 14, 2019.