

**Truro and Are Minor Hockey Association  
Policy/Procedure**

<b>SUBJECT</b> Administration	<b>TITLE</b> Board Meetings
<b>NUMBER</b> 2.1	<b>DATE APPROVED</b> February, 2010

**POLICY**

Parliamentary rules of procedure will govern all board meetings.

**PURPOSE**

To set out guidelines for meetings of the Board of TAMHA.

**PROCEDURE**

- The Board of Directors shall meet no less than 10 times per year.
- All Members of the Board and the Office Administrator (ex officio) are expected to attend all Board Meetings.
- At the discretion of the Executive if a Board Member's attendance falls below 2/3 (66 percent) regularly scheduled meetings, that Board Member may be asked to resign.
- Extenuating circumstances will be considered for absence from Board Meetings but written reports must be submitted for same meeting.
- Board Meetings will serve as a forum for any and all of the following (no specific order):
- Courses of action to be taken for the efficient administration of the hockey program.
- Review of financial matters and approving the monthly financial statements
- Business of a policy, statutory, procedural, or financial nature concerning TAMHA
- Recommending policies and procedures reporting from the division representatives dealing with disciplinary matters, complaints and appeals.
- Discussions on resolutions for ratification at the annual general meeting.

The minutes of all meetings of the Executive, Board of Directors, and any special Director's Meetings excluding disciplinary hearings shall be posted in the office and be made available to any member of TAMHA upon request to the Office Administrator or Secretary.

**RELATED GUIDELINES**