College of Medical Laboratory Technologists of Ontario

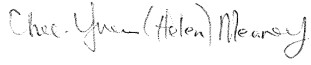| Policy Title: **BOARD MEETING AGENDA DEVELOPMENT AND STRUCTURE**		Policy Section: IV Governance Process	Policy Number: IV-35.01
Approved By: Board of Directors	**Date Approved:** Feb 1, 2006	**Date Reviewed/ Revised:** Sept 15, 2009 Sept 21, 2012 Sept 25, 2017 Sept 20, 2018 Sept 15, 2023	**Board Chair's Signature:** *Chee-Yuen (Helen) Mearsy*

BACKGROUND

The Board is responsible for planning its own Board meeting agenda which is primarily derived from the Board's Annual Integrated Strategic Agenda/Work Plan.

POLICY PURPOSE

The purpose of this policy is to articulate the agenda planning process and the structure for the format of the Board's regular meeting agenda.

POLICY

The development of the Board's regular meeting agenda is considered a very important process at CMLTO as it determines in large part how the Board chooses to spend its governance time.

Agenda Planning

The Board Chair has the primary responsibility for ensuring the development of the Board meeting agenda in collaboration with the Registrar & CEO. The regular Board meeting agenda is derived from the Annual Integrated Board Strategic Agenda/Work Plan. The Board Chair and the Registrar & CEO will communicate with other members of the Board and the Board advisors as needed to prepare the agenda and supporting materials.

In building its agenda, the Board works to ensure that its core work and decisions are transparently focused on protecting the public interest.

Agenda Format

The regular meeting agenda will follow a meeting format which facilitates the practice of the Board's governance philosophy and Policy Governance® model (see Appendix 1).

Required Approvals/Consent Agenda

The Required Approvals/Consent Agenda enables the Board to efficiently deal with matters that have been delegated to the Registrar & CEO, but by law must be approved by the Board, or which are routine Board matters i.e. Board matters that require approval but not discussion.

Throughout the year the Board will attend to consent agenda items as expeditiously as possible.

a. Items routinely assigned to the Required Approvals/Consent Agenda include Board meeting minutes and Board Committee minutes.

b. An item may be removed from the Required Approvals/Consent Agenda upon a request by any Board Member. The remaining items on the Required Approvals/Consent Agenda will be voted on by a single motion and individually listed as approved in the Board minutes.

c. An item(s) removed from the Required Approvals/Consent Agenda will be addressed immediately following approval of the Required Approvals/Consent Agenda, voted on by separate motion(s), and recorded in the minutes.

Presentations at Board Meetings by Non Members of the Board

For the purpose of receiving information of interest to the public and the College, the Board may invite or accept external requests to make presentations to the Board at a Board meeting. The following guidelines apply:

1. A CMLTO registrant or an external stakeholder can make a request to provide a presentation to the Board. The Board works to be equitable and inclusive in considering requests to provide presentations that come to the Board. Generally, topics to be covered should be consistent with the Board Integrated Strategic Agenda/Work Plan and/or the Board's mandate.

2. A written request including an outline of the proposed presentation should be submitted to the Board Chair and the Registrar & CEO.

3. The Registrar & CEO shall acknowledge the request when received and advise the person or party making the request of the process to review the request.

4. The Board Chair (or the Executive Committee or the Board at the request of the Board Chair) will review the submission and make a decision as to whether the Board should receive the presentation at a Board meeting.

5. Following the decision by the Board Chair, the Registrar & CEO shall inform the person or party of the outcome of the request and if the request has been

approved, the date and time that the presentation can be scheduled at a Board meeting.

6. The Board Chair, for the exclusive purpose of achieving clarification, may accept questions from Board Members arising from the presentation and the presenters may respond to such questions.

7. Such presentations will be received but not necessarily acted upon by the Board.

Timing
The Board Chair and Registrar & CEO will work to provide a Board meeting agenda plan for each meeting such that it is finalized 14 business days in advance of the meeting.

The Board agenda and appropriate materials will generally be accessible electronically at least 7 days in advance of the meeting.

Appendix 1: Board Meeting Agenda Template

College of Medical Laboratory Technologists of Ontario

Appendix: 1
Agenda
CMLTO Board
Location
Date and Time
Chaired by: Board Chair, CMLTO Board

Agenda Item	Topic	Proposed Outcome	Lead	Report Type	Page Number	Start Time
1.0	**WELCOME, INTRODUCTIONS AND CALL TO ORDER**					
1.1	Introductions and Roll Call	Board Attendance				
1.2	Board Policy Manual Update	Board is Informed		Read Item		
2.0	**APPROVAL OF MEETING AGENDA**					
2.1	Review and Approval of Meeting Agenda	Board Approval *(Motion)*		N/A		
2.2	Declaration of Conflict of Interest	Declaration of Conflict of Interest		Declaration Forms		
3.0	**REQUIRED APPROVALS / CONSENT AGENDA**					
3.1	Approval of the Minutes of	Board Approval *(Motion)*		Read Item		
3.2	Status of Action Items	Board is Informed		Read Item		
4.0	**CONSENT AGENDA (ONE motion to approve agenda items (4.1 – 4.3)**					
4.1	**STATUTORY COMMITTEE MONITORING REPORTS**					
4.1.1	Executive Committee	Board Acceptance		Read Item		
4.1.2	Inquiries, Complaints and Reports Committee	Board Acceptance		Read Item		
4.1.3	Registration Committee	Board Acceptance		Read Item		
4.1.4	Quality Assurance Committee	Board Acceptance		Read Item		

Agenda Item	Topic	Proposed Outcome	Lead	Report Type	Page Number	Start Time
4.2	**INCIDENTAL BRIEFING REPORTS**					
4.2.1	Board Chair's Incidental Briefing Report	Board Acceptance		Read Item		
4.2.2	Academic Member's Incidental Briefing Report	Board Acceptance		Read Item		
4.3	**CONSENT AGENDA REPORTS**					
4.3.1	Board Governance Scorecard (Q_) YYYY	Board Acceptance		Read Item		
4.3.2	Board Mentor Program Report to Board (GP IV-130)	Board Acceptance		Read Item		
5.0	**ENDS: POLICY BRIEFING AND POLICY DEVELOPMENT**					
5.1		Board Approval *(Motion)*		Read Item		
5.2		Board is Updated		Read Item		
6.0	**ENDS POLICY MONITORING OF THE REGISTRAR & CEO**					
6.1		Board Approval *(Motion)*		Read Item		
7.0	**EXECUTIVE LIMITATIONS: POLICY DEVELOPMENT**					
7.1		Board Approval *(Motion)*		Read Item		
8.0	**EXECUTIVE LIMITATIONS MONITORING OF THE REGISTRAR & CEO**					
8.1		Board Approval *(Motion)*		Read Item		
9.0	**EXECUTIVE LIMITATIONS: REGULAR POLICY REVIEW/IMPLEMENTATION**					
9.1		Board Approval *(Motion)*		Read Item		
10.0	**GOVERNANCE PROCESS: POLICY DEVELOPMENT**					
10.1		Board Approval *(Motion)*		Read Item		

Agenda Item	Topic	Proposed Outcome	Lead	Report Type	Page Number	Start Time
11.0	**GOVERNANCE PROCESS: REGULAR POLICY REVIEW/IMPLEMENTATION**					
11.1		Board Approval *(Motion)*		Read Item		
12.0	**BOARD-CEO RELATIONSHIP: POLICY DEVELOPMENT**					
12.1		Board Approval *(Motion)*		Read Item		
13.0	**BOARD-CEO RELATIONSHIP: REGULAR POLICY REVIEW/IMPLEMENTATION**					
13.1				Read Item		
14.0	**BOARD LINKAGE**					
14.1						
15.0	**BOARD CONTINUING EDUCATION**					
15.1		Board is Oriented				
16.0	**OTHER**					
16.1		Board Approval *(Motion)*		Read Item		
17.0	**ADJOURNMENT**					

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