



## Best Practices for General Meetings Area Councils and Regional Committees

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### Before the Meeting (A Couple Weeks Prior):

- Has the date/location/time for the meeting been secured and have the meeting details been provided to the REVP Office so they can be posted on the regional website and shared in the monthly newsletter?
- Has the Executive connected with the staff regional rep and requested any required support or resources?
  - Are there any accessibility accommodation requests from attendees that need to be addressed at the meeting? If so, have you spoken to staff about this and sourced the appropriate resources/supports?
  - Do you need staff to set up a Skype call for the meeting so attendees can participate remotely?
  - Do you have any IT/equipment needs for the meeting? If so, have you made arrangements to ensure any required equipment is in place for the meeting?
- Has the President/Chair prepared their report for the meeting? If a written copy is available, the **Chair/President Report** can be attached to the minutes after the meeting.
- Has the Treasurer prepared the **Treasurer's Report** for the meeting, which provides an accounting for how much has been spent/how much has been received relative to the approved budget? The report should also show if any funds are outstanding (uncashed cheques, etc.)? If a written copy of the report is available, it can be attached to the minutes after the meeting.
- Have you invited any special guests that you'd like present at the meeting (REVP, BC Regional Council Coordinator(s) for your Committee/Area Council, National Officers, staff, bargaining team members, guest speakers, etc.)?

- Has the **Notice of Meeting** been sent to all members of the Area Council/Regional Committee with **at least ten (10) days' notice**? The meeting notice needs to include the following:
  - The date/time and location for the meeting (and call coordinates for the meeting if the meeting includes remote participation)
  - The draft minutes from the last meeting (in the email ask that any additions or edits to the minutes be sent in advance of the meeting to expedite the approval of the minutes at the next meeting)
  - A draft agenda for the next meeting (to be prepared by the Chair/President)
  - Any supporting documents required at the meeting (e.g. Chair/President report, Treasurer's report, presentation materials, etc.)
  - A call for any additions to the agenda, which can be approved at the start of the next meeting along with the draft agenda
  - A deadline for RSVPs in advance of the meeting to ensure that quorum will be achieved at the meeting.

#### **Just Before the Meeting (A Couple Days Prior):**

- Have you checked the **RSVPs** to ensure quorum will be met?
- Do you have current copies of the following (which you will need to bring to the meeting as **reference documents**):
  - By-laws for the Committee/Area Council
  - PSAC BC Regional By-Laws and Regulations
  - PSAC Constitution
  - PSAC anti-harassment policy and scent-free policy
- Do you have a sign-in sheet ready for the meeting (where attendees can list their name, email address, Local/Branch they're representing)?
- Have you reviewed the **quorum** requirements as outlined in the Area Council By-Laws or Regional Committee Terms of Reference or as established by the PSAC (if no by-laws/terms of reference)?

- Has the Area Council or Regional Committee passed any motion by email since the last meeting? If so, the motion needs included on the agenda for the next meeting, ratified at the meeting, and included in the meeting minutes.

## **Running the Meeting**

- Before starting the meeting, Chair should ask all those attending by conference call to mute their phones unless they are speaking. (If they don't have a physical mute button on their phone, pressing \*6 on their phone should mute and unmute them).
- Follow the established agenda for the meeting, keeping the meeting focused on one topic at a time. If a member wants to add a new discussion item, it needs to be approved at the start of the meeting along with the approval of the agenda.
- Be sure to use a speakers list for the meeting and remind attendees that all speakers should have an opportunity to speak before attendees can speak a second time on the same issue.
- Be prepared to defer brainstorming or detailed conversations for another call with fewer people in attendance (e.g. a subcommittee meeting for a special event, etc.) to ensure meeting efficiency and good time management.
- Any time the Committee or Area Council wants to do something, the action should be approved by a motion. The motion needs to be recorded in the minutes with the name of a mover and a seconder. Similarly, if the Area Council or Committee wants to change the course of something already underway, the change should be sanctioned by a motion and recorded as such. All expenditures must be approved by a motion (in accordance with the approved budget).
- Always try to start and end the meeting on time.
- Before ending the meeting, ensure meeting attendees know when the next meeting will take place. If a date hasn't already been set, make plans to schedule it and communicate it with Area Council/Committee members. Be sure to refer to the calendar of events on the PSAC BC regional website as well as the PSAC national calendar of events to avoid conflicts with other groups, meetings or events.

## **After the Meeting**

- Within 30 days of the meeting, has the Secretary sent the draft minutes (and any supporting documents) to the Chair/President, the REVP Office and the PSAC Staff Regional Rep assigned to you Area Council/Committee?
  
- Are there any action items the Executive needs to look after (preparing and sending expense reimbursements for group meals at the meeting, plans for future events/activities, seeking requested information for members, etc.)?
  
- Have you scheduled your next meeting and advised everyone of the date? Have you advised the REVP Office of the next meeting date so it can be posted on the website and added to the monthly newsletter?