



Type:	Operations	Created:	July 2024
Adopted By:	Board of Directors	Last Amended:	
Executive Responsibility:	Executive Director	Procedure:	

Section 1. Purpose and Description

The Board is required as per Bylaw V to meet at least once per month. As the Union often has enough business to require multiple meetings per month this policy will provide language regarding when those meetings are held as well as how the board can temporarily change that outlined meeting schedule.

Section 2. Schedule of meetings of the Board of Directors

- 2.1 The Board of directors will meet on the 1st Tuesday of every month from 12PM - 2PM and 3rd Wednesday of every month from 5PM – 7PM.
 - i. The Location of board meetings will alternate between the Broadway campus, Downtown campus, and online.
 - ii. Board members may attend in person, by phone, or by video conference.
- 2.2 The board may temporarily change this schedule for a period no more than 4 months or 120 days (whichever is greater) by a (two-third) 2/3rd majority vote. The temporary schedule cannot conflict with the minimum requirements as set out in Bylaw V.
- 2.3 Any changes to the schedule will take affect no less than 30 days after the schedule has been approved.

Section 3. Election of Co-Chair

- 3.1 At the second meeting of a new Board of Directors a Co-Chair will be elected from the Board of Directors to chair meetings should the Chairperson be unable to attend.
- 3.2 The Co-chair does not share the responsibilities of the Chairperson as described in the bylaws beyond chairing board meetings.

Section 4. Conduct of Board Members

- 4.1 Members of the Board of Directors are expected to conduct themselves professionally and uphold the dignity of their office, and shall refrain from any actions that bring disrepute to the Students' Union.