

PAG Draft Meeting Guidelines & Housekeeping

1. Meetings

Goals:

- To run efficient and productive meetings by encouraging full discussion of important items and quick dispatch of minor items.
- To clarify and help facilitate the proper process for decision making on complex issues.
- Encourage the presentation of facts to support challenges on agenda items.
- Be problem solvers not problem finders.
- Follow the 80/20 rule (meetings are 80% new business and 20% old)

Meeting Protocol

- Each member, voting and non-voting is encouraged to voice their opinion on each agenda item once, unless a clarification needs to be made.
- A running list of speakers will be kept so that everyone who has raised their hand will get a chance to speak in turn, as well as maintain blood flow in their arm.
- Being punctual, sticking to agenda items and respecting others opportunity to speak will help make the meetings a positive experience for everyone.
- The different committees' requirements for reporting at PAG meetings will vary dependant on their respective needs.

Standard of Behaviour

- Constructive and respectful disagreement is welcome
- Decisions made by motions, should be respected by all members, regardless of the member's personal opinion of the decision.

Minutes of Meetings

- Minutes, the formal record of discussions, topics, motions and decisions made by the PAG, will be sent by email one week after PAG meetings.
- Minutes will also be posted on the PAG bulletin board.
- Attendance is recorded to ensure quorum is reached (50% of voting members)
- Please be sure to sign in at all PAG meetings so that we have a written record to ensure quorum is met.

2. Reports

- Writing a report will help directors organize their thoughts in a systematic way so that they can give a thorough account of the activity in their portfolio through them.
- Reports should be a concise update (bullets or short paragraphs) of the activity in your portfolio, up to the date of the upcoming PAG meeting.
- Reports are requested two weeks prior to a PAG meeting to provide an opportunity for members to review them and think about questions.
- Reports should include budget information such as expenditures & revenues, and any new motions that need to be brought to the attention of the PAG as a whole.

- Reports do not need to be presented at PAG meetings, however there will be an opportunity to ask questions and clarifications with regards to reports.

3. Authority of Standing Committees

- By taking on a portfolio, a director is accepting that a certain level of trust in their ability to do their job is implied
- Every director is expected to add their personal and unique style to their portfolios
- Most decisions made within a portfolio can be made at the committee level.
- Once a director puts a question forward in a motion to the general PAG, the outcome has to be reflected at their committee level.
- When items come up that are outside the realm of a portfolio, then it is the director's responsibility to secure consent through a motion at PAG meetings.
- Asking for an informal vote about specific issues is a way to gage the general opinion of the PAG without putting a motion forward.

4. Communication

Folders

- Every portfolio has a folder in the office
- This is a good place for exchanging information
- Anita often puts information in the folders
- Please make sure you check them on a regular basis.

Newsletter

- Please check the PAG calendar for the newsletter deadline.
- Anita either emails or puts a copy of last year's blurb in your folder

Email:

- Email is a fast and effective means of communicating
- Email does not convey feelings, and can often be misinterpreted
- If you have a sensitive matter to discuss, please pick up the phone and arrange to meet in person.
- If you would like an opinion on something from your fellow directors, ask your chair to send out an email. The chair can then compile responses anonymously for you.

5. Housekeeping

- Photocopies can be done on the office copier, using the code 7001
- Please hold your committee meetings in the library or staff room (non-recess times preferred)
- After hour meetings require a permit, which can be obtained through Anita at the office.

If you need to contact me, please do not hesitate to call me at home (475-6888) or on my cell (510-7888) or email me at kathleenreid@epicnet.ca or pagcair@gmail.com. I am usually available afternoons and some mornings.