

**CODE CHANGES 2019:  
POSTING THE COUNCIL AGENDA  
ON THE WEBSITE**

TO: Council  
FROM: Governance Committee  
October 2019

Amendment to require the Council agenda and supporting documents to be posted on the website.

Additions are indicated by ***bold italics***.

**SECTION III: MEETINGS OF COUNCIL**

**Article 2. Agendas and Minutes**

1. (a) The President shall ensure that the agenda for each regularly scheduled Council meeting is circulated by 4 pm three (3) business days in advance of the meeting to members of Council and other interested parties; any accompanying material shall be circulated at the same time; such material shall include background information on motions detailing the rationale for them.
- (b) Before circulating the agenda to members of Council, the President shall first circulate it to the other members of the Executive and to the Chairs of the Standing Committees in order to consult with them on it.
- (c) ***Notice, including agendas, for all regularly scheduled Council meetings shall be posted on the Society's website at least two (2) business days before each meeting, along with all the supporting documents for the meeting, except for unapproved minutes and any confidential documents.***