

**CODE CHANGES 2021:
AGENDA TIMING**

TO: Council
FROM: Governance Committee
April 2021

Amendment to modify the timing for preparing and circulating the Council agenda.

Additions are indicated by ***bold italics***. Deletions are indicated by striking through (~~like this~~).

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 ***by 4 pm three (3) business days or five (5) calendar days in advance of the meeting***; any accompanying material shall be circulated at the same time; such material shall include background information on motions detailing the rationale for them; such material shall also include information from all committees, including the Executive Committee, recording the dates of the latest and next upcoming meetings of the committee and listing minutes and reports being submitted to Council from the committee.
- (c) Notice, including agendas, for all regularly scheduled Council meetings shall be posted on the Society's website at least ~~two (2) business days~~ ***one (1) day*** before each meeting, along with all the supporting documents for the meeting, except for unapproved minutes and any confidential documents.
2. (a) The President must add to Council's agenda any motion submitted by a Committee of Council, the Executive Committee, a Constituency, or the Presidents Council, provided that the submission is made in writing to the President, accompanied by all relevant supporting documentation, by 10 am ~~on the day the agenda is to be circulated three (3) business days in advance of the Council meeting~~. This provision notwithstanding, the President may delay the addition of such a motion until the next regular Council meeting or the one after that, provided that the body submitting the motion agrees to the delay.
...
4. The President must add to Council's agenda a motion received from the Chair of a Committee calling for Council to remove a member from that Committee in accordance with Section V, Article 4(2), provided that the motion is received by 10 am ***on the day the agenda is to be circulated*** ~~three (3) business days in advance of the Council~~

meeting.

5. The President must add to Council's agenda any motion submitted by an individual member of Council, provided that the submission is made in writing to the President, accompanied by all relevant supporting documentation, by 10 am **on the day the agenda is to be circulated** ~~three (3) business days in advance of the Council meeting,~~ and provided also that it is signed by a second member of Council. This provision notwithstanding, the President may delay the addition of such a motion until the next regular Council meeting or the one after that, provided that the Council member submitting the motion agrees to the delay.

16. No motions may be discussed by Council unless they are on the agenda prepared by the President and circulated ~~by 4 pm three (3) business days before the Council meeting~~ in accordance with paragraphs 1 through 5 above, or unless they are added to the agenda in accordance with paragraphs 14 or 15 above.

SECTION V: COMMITTEES OF COUNCIL

Article 3. Committee Chairs

1. Chairs of Standing Committees
 - ...
 - (v) ensure that reports are made to Council on the activities of the Committee, such reporting to include an oral report at every regularly scheduled Council meeting and a written report submitted **on the day the agenda is to be circulated for** ~~three (3) business days before~~ the last regularly scheduled Council meeting of each month, such written report to include but not be limited to what the Committee has been working on, what its current goals are, and what motions it is recommending to Council, with the last such written report in a Chair's term also including suggested goals for the next Chair;