

2.4.v. Guidelines

EXECUTIVE COMMITTEE MEETING GUIDELINES

Executive Committee: April 11, 2000

A: PURPOSE:

1. To define the procedural rules applicable to regular, special and in-camera Executive Committee meetings.

B: REFERENCES:

- 1.1. Trust Council Meeting Procedure Bylaw No. 66, being "**Islands Trust Council Meeting Procedure Bylaw, 1994, Amendment Bylaw No. 1, 2000**".
- 1.2. Conflict of Interest Guidelines (2.1.i.) (Policy Manual)

C: GUIDELINE:

1. Regular meetings

- 1.1. Regular public meetings of the Executive Committee will be held at least once every month in the Victoria office.
- 1.2. Notice giving the time, date and location of the meeting, will be posted on the bulletin board at least 72 hours prior to each meeting.
- 1.3. From time to time, the Executive Committee may schedule other regular public meetings by resolution, provided that a notice is given to each member at least five (5) days prior to the meeting.

2. Attendance of the public at meeting

- 2.1. Except in the case of resolutions without meeting under Section 26 of the *Islands Trust Act*, regular meetings of the Executive Committee must be open to the public, and no person may be excluded except for improper conduct or reasons defined in section 242.2 of the *Local Government Act*.
- 2.2. If, in the opinion of the Executive Committee, the public interest so requires, persons other than members and officers, may be excluded from a special meeting.

3. Minutes

ISLANDS TRUST POLICY MANUAL

- 3.1. Minutes of the Executive Committee meeting shall be prepared by the Executive Assistant and signed by the Chair upon approval of the Committee.
- 3.2. The minutes must be open for inspection by any person and any person may make copies and extracts of the minutes at all reasonable times on payment of a fee.
- 3.3. Section 3.2. of these guidelines does not apply to minutes of a special meeting from which persons were excluded under section 242.2 of the *Local Government Act*.

4. Rules of Conduct

- 4.2 Rules of Conduct shall be defined in Procedures Bylaw No. 66 being “Islands Trust Council Meeting Procedure Bylaw, 1994, Amendment Bylaw No. 1, 2000” (Attach 1).