

MANZ Council Meeting Policy¹

The MANZ Constitution specifies rules concerning the actions of the MANZ Council including meeting frequency, quorums and decision-making by consensus.

1. An agenda will be prepared by the Executive Officer in consultation with the President and distributed to Council members at least 7 days prior to meeting.
2. Executive Officer quarterly reports will be sent no less than one week prior to MANZ Council meetings.
3. The President will chair the meeting, unless he/she co-opts someone to take this role in his/her absence.
4. The order of discussion will follow the agenda.
5. All reasonable attempts will be made to keep within allocated time limits and the minute secretary will advise the president on the time remaining.
6. The President will be responsible for keeping discussion on track and providing summaries of the discussion when needed.
7. The discussion will remain on the agenda item.
8. Council members have the right to speak on the current agenda item without interruption.
9. Council decisions will be made by the formal process of moving, speaking to, seconding and voting on motions.
10. All motions that are *carried* will be minuted and will be a record of the decisions made by the MANZ Council. The motions will form the basis for decisions on future MANZ activities.
11. MANZ Council meeting minutes have been designated to the Executive Officer.
12. Minutes will be written within 10 working days after a meeting, and forwarded to Council for proofreading and corrections.
13. MANZ Council members will advise of any changes required within one week of receiving the draft minutes.
14. Final minutes will be sent to MANZ Council members within three weeks of the meeting.
15. MANZ Council should be aware when discussion should be moved 'in-committee'.

¹ Ratified May, 2019

16. Minutes will be approved at the next Council meeting.
17. Information from MANZ Council meetings may be shared with members through MANZ publications.
18. The following meeting schedule will guide MANZ Council meetings and reports each year

Meeting Dates	Executive Officer Reports	Finance Reports
Meeting One: March Approval/sign off of MANZ Annual Report for AGM, approval of Executive Officer Annual Plan.	Full year Executive Officer report for Annual Report available prior to March meeting. Q1 Executive Officer Report – available prior to March meeting	Annual Report (full year) available for March meeting.
Meeting Two: April/May Post conference feedback and welcome to new council members. Or Review of MANZ strategic aims and annual goals and review of MANZ policies.	Executive Officer Report – available prior to meeting	First quarter (Jan-Mar) Finance Report, available prior to meeting.
Meeting Three: July/Aug Post conference feedback and welcome to new council members. Or Review of MANZ strategic aims and annual goals and review of MANZ policies.	Executive Officer Report – available prior to meeting	Second quarter (April-June) Finance Report, available prior to meeting.
Meeting Four October-Nov Approval of next year's finance budget	Executive Officer Report – available prior to meeting	Second quarter (July-Sept) Finance Report, available prior to meeting.