



AGENDA

The University Neighbourhoods Association Chief Administrative Officer, Sundance Topham, will act as the presiding officer of the meeting until the conclusion of the Chair election.

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** THAT the Board approve the December 14, 2021 Agenda as circulated.

C. APPROVAL OF MINUTES

None

D. DELEGATIONS

None

E. EXTERNAL REPORTS & PRESENTATIONS

None

F. REPORTS

1. Inaugural Board Meeting Process – Chief Administrative Officer 1

G. NEW BUSINESS

1. Election of UNA Chair

The Chair election will be conducted pursuant to section 2.3 of the Board Rules of Procedure.

2. Election of UNA Secretary
3. Election of UNA Treasurer
4. Remarks from the Chair

The newly elected Chair of the Board may provide some remarks following the elections.

H. ADJOURNMENT



Report Date: December 9, 2021
Meeting Date: December 14, 2021
From: Sundance Topham, Chief Administrative Officer
Subject: Inaugural Board Meeting Process

Background

The Inaugural meeting of the new UNA Board takes place on Tuesday, December 14. This report summarizes the process to take place at the meeting.

Decision Requested

For information

Discussion

The first meeting of the new UNA Board is scheduled for Tuesday, December 14. As per the Board Rules of Procedure, the first meeting of the new Board is the “Inaugural meeting.”

This meeting is scheduled in advance by the Chief Administrative Officer and is meant to mirror what take place in a Regional District setting, with the election of the Chair being the first order of business, followed by any additional items – in this case, the consideration of electing other UNA Officer positions.

The UNA Bylaws refer to three Officer positions, a Chair, Secretary and Treasurer, which the Directors may elect from time-to-time from among themselves.

1. The Chair shall undertake such activities in connection with the affairs of the Association as determined by the Board.
2. The Secretary shall, either directly or by delegation:
 - (a) issue notices of meetings of the Association and Board,
 - (b) keep minutes of all meetings of the Association and Board,
 - (c) have custody of all records and documents of the Association,
 - (d) have custody of the common seal of the Association, and
 - (e) maintain the register of members.
3. The Treasurer shall, either directly or by delegation, oversee the financial affairs of the Association.

The Chief Administrative Officer is the presiding officer for the start of the Inaugural meeting and is responsible for running the election for the Chair. Once the Chair has been elected, the Chair takes over running the remainder of the meeting.

As per the Board Rules of Procedure here are rules for the election of the Chair:

2.3 At the initial meeting, the Board must elect a Chair in accordance with the following:

- a) The call for nominations for the office of Chair is to be conducted by the CAO.*
- b) If only one candidate is nominated, that candidate is to be declared elected by acclamation.*
- c) If more than one candidate is nominated, voting is to be conducted by secret ballot.*
- d) Ballots are to be counted by the CAO, and the candidate with the most votes is to be declared elected.*
- e) In the event that more than one candidate receives the largest number of votes, the CAO is to determine the procedure for determining which of those candidates is elected. For greater certainty, the procedure may include a runoff election or determination by lot.*

There are no specific voting rules that apply for the election of the other UNA Officers, but past practice has been for the Chair to call for nominations from the floor, confirm whether the Director accepts the nomination, and, if necessary, hold an election from among the nominees.

Except for the Chair most of the duties assigned to the other Officer positions have been delegated to staff. There are still some Secretary duties that remain with the position – specifically in relation to the preparation of agendas and minutes for the restricted closed portion of Board meetings and the custody of such documents, and therefore the Secretary position should still be appointed.

For the Treasurer position, the Board exercises its financial oversight function through the Finance and Audit Committee, and in an organization with staff as well as a Board of Directors, the Treasurer position is a staff function. In the UNA's case, it is carried out by the Finance Manager under the direction of the CAO. Because of these reasons the previous Board did not appoint a Treasurer, a practice that has worked without issue.

Financial Implications

None



Operational Implications

None

Strategic Objective

UNA Governance

Attachments

None

Concurrence

None

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a thin horizontal line.

Sundance Topham
Chief Administrative Officer