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<b>Type:</b>	Operational	<b>Created:</b>	2005
<b>Adopted by:</b>	Board of Directors	<b>Last Amended:</b>	August 2011
<b>Executive Responsibility:</b>	Chairperson	<b>Procedure:</b>	

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**1. BOARD ORIENTATION**

Each May and November the Students' Union will host day-long orientations for new and returning members of the Board. The orientations will include information about the internal, financial and labour relations structures of the Students' Union. Each orientation will also include a workshop the fiduciary responsibilities of board members, the work and structure of the Canadian Federation of Students and the structures that govern VIU and post-secondary education in British Columbia.

When appropriate, orientations will be scheduled in partnership and cooperation with other Federation member locals to promote working together, knowledge exchange and solidarity among students' unions.

**2. MEETINGS OF THE BOARD**

**2.1 Confidential Sessions**

In accordance with the provisions of Roberts' Rules of Order, the Board of Directors may move in-camera to discuss matters in a confidential session when dealing with labour relations, legal affairs or such other matters deemed confidential by the Board. The Board of Directors may enter an in-camera session by declaration of the meeting chairperson where the adopted agenda specifies that an item will be dealt with in-camera; or by a simple resolution of the Board of Directors. In-camera sessions shall be restricted to members of the Board of Directors and staff, unless other individuals are specifically included in the session by resolution of the Board of Directors. Those not included in confidential sessions of the Board of Directors must leave the meeting room during the time in which the Board is in-camera.

All participants in confidential session must sign a confidentiality agreement prior to their participation in any confidential sessions of the Board of Directors.

## **2.2 Observers**

Any member of the Students' Union may attend meetings of the Board as an observer. Non-members of the Students' Union may attend meetings of the Board by invitation of the Executive. The Board, by resolution, may exclude disruptive or abusive members from attending meetings of the Board, and may exclude any non-member from attending meetings of the Board for any reason.

## **2.3 Presentations**

The agenda of each Board meeting shall feature an item that enables members to make formal presentations to the Board. The Executive Committee, who shall grant presentation times based on availability and the appropriateness of the presentation, shall schedule presentations to the Board. Appearances before the Board shall consist of a ten-minute presentation, followed by five minutes of questions. These times may be extended by resolution of the board.

## **3. DECLARATION OF INTERESTS**

At the commencement of each term members of the Board shall declare any interests that may place them in conflict in executing their duties in the best interest of the Students' Union. These shall include, but not be limited to, membership in clubs and course unions, positions of employment or leadership with other organisations, personal or professional relationships with other members of the Board or staff outside of the Students' Union, and/or financial interests in organisations with which the Students' Union does business.

## **4. REPRESENTATION OF BOARD DECISIONS**

Members of the Board, other than the Chairperson, shall refrain from making any public comment that could be considered as speaking on behalf of the Board. The Executive Director and Chairperson shall act as the primary spokespeople for the Students' Union. Notwithstanding the forgoing, Executive and Advocacy members of the Board shall be spokespeople for the Students' Union on matters relating to their portfolio only.

## **5. GENERAL AND PUBLIC CONDUCT**

In executing their duties, members of the Board will act in a professional manner that is befitting of the office they hold, and shall refrain from any actions that bring disrepute to the Students' Union.

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