**Policy:**
The President/Chairman or designate shall conduct the business of the Society in the following order, unless otherwise directed by a majority vote of the Board of Directors.

**Procedure:**
1. Note attendance, and welcome.
2. Call to order and Adoption of agenda. (Additional items to be added to item 13 of agenda.)
3. Declaration of Conflict of Interest
4. Adoption of minutes of the last Board of Directors meeting.
5. Declaration of Decisions made by email since the last Board meeting.
6. Business arising from the minutes of the last Board of Directors meeting.
7. President’s Report (Adoption moved, seconded and voted on.)
8. Vice-President’s Report (Adoption moved, seconded and voted on.)
9. Treasurer’s Report (Adoption moved, seconded and voted on.)
10. Past President’s Report (Adoption moved, seconded and voted on.)
11. National Office Report (Adoption moved, seconded and voted on.)
12. Report on future National Conferences
13. Adoption of Committee Reports (Moved, seconded, voted on.)
   Partnership and Advocacy
   Communications
   Professional Development
   Membership
   Governance
   Corporate Advisory Council
15. Adoption of Chapter Reports (Moved, seconded, voted on.)
   (reports are issued in advance for review and not read into minutes)
   Alberta
   British Columbia
   Manitoba
   Maritime
   Newfoundland and Labrador
   Ontario
   Saskatchewan

16. Adjournment (Adoption moved, seconded and voted on.)

Approved by: _______________________________ Date: ____________________

President