

## **II. Structure of Board**

### **Section 8 – Conduct of Meetings**

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#### **8.1 Board Meetings**

The Chair shall, in consultation with the Board, determine the frequency of meetings of the Board whenever he/she considers it necessary to ensure the proper administration of the Act.

A meeting may be postponed or cancelled in the event that a majority of Board members agree that it is appropriate to do so.

#### **8.2 Venue**

The meetings of the Board shall be held at the office of the Public Employees Benefits Agency in Regina, Saskatchewan, or such other place, or in any other manner, as may be determined by the Board.

#### **8.3 Absenteeism of Board Members**

Should a member's non-attendance at Board meeting(s) become a matter of significant concern to the remainder of the Board, such absenteeism will be reported to the Minister of Finance.

#### **8.4 Agenda**

The Executive Secretary shall distribute an agenda, for the next scheduled Board meeting, to each Board member at least one week prior to such meeting.

#### **8.5 Quorum**

Quorum consists of at least two members of the Board.

#### **8.6 Voting**

Each member of the Board shall have one vote. A motion brought forward by a Board member is to be seconded by another Board member. Motions shall be carried by majority vote. In the event of a deadlock, the Chair shall have the deciding vote.

## **8.7 Minutes**

The Executive Secretary shall record written minutes of each Board meeting and distribute such minutes to each member of the Board at least one week prior to the next scheduled Board meeting.

## **8.8 Confidentiality**

To ensure open and frank deliberation among Board members, all matters discussed at Board meetings and individual positions on any subject matter will be held in strict confidence.

Members of the Board may communicate motions, which have been approved by the Board, to the party or parties involved. Detailed communication of approved motions must be released through the Chair.

Any material of a confidential nature in the possession of Board members must be held in a secure location and out of public view. Any material, which contains the name or names of members of the Public Service Superannuation Plan, must be returned to the Executive Secretary following the completion of a Board meeting.

Minutes of Board meetings are exempt from public release under *The Freedom of Information and Protection of Privacy Act*. The Board has decided that it will review any Freedom of Information requests for Board minutes on a case by case basis.

## **8.9 In Camera Sessions**

A member of the Board may request an *in camera* session during the course of a Board meeting, providing that such request has the support of a majority of the Board members.

All members of the Board, the Executive Secretary and any other participants invited by the Board, shall attend such *in camera* session. Minutes shall be recorded during an *in camera* session.

In the event that the Executive Secretary is not present to record the minutes of an *in camera* session the Chair of the Board shall appoint one Board member to record the minutes, and these minutes will be kept in a secure location separate from the regular meeting minutes.

*In camera* sessions shall be held to discuss items of a confidential nature.

## 8.10 History

Approval date:	December 8, 2005 and December 6, 2007
Last review:	November 22, 2018
Next scheduled review:	November 2019