

II. Governance

Section 11 – Conduct of Meetings

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11.1 Purpose

The purpose of this policy is to provide the rules and procedures regarding the conduct of Commission meetings.

11.2 Commission Meetings

The Chair shall, in consultation with the Commission, determine the frequency of meetings of the Commission whenever he/she considers it necessary to ensure the proper administration of the Act. The Executive Secretary will provide each member of the Commission with a schedule of meetings in each fiscal year.

Nine regular Commission meetings are currently scheduled in a fiscal year. Regular Commission meetings are held on the third Friday of each month, with the exception of the months of July, August and December.

11.3 Venue

The meetings of the Commission 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 Commission.

11.4 Absenteeism of Commission Members

Members of the Commission are expected to attend all meetings of the Commission. Should a member not attend three or more scheduled Commission meetings in a fiscal year, such absenteeism will be reported to the appropriate appointing body or Association.

The Commission publishes a summary of Commission member attendance at meetings of the Commission in the MEPP Annual Report.

Commission members participating in a meeting via teleconference are deemed to be attending the meeting.

11.5 Agenda

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

11.6 Quorum

At least 50 per cent of the Commission including the Chair or Vice-Chair is required to reach quorum. Prior to September 1, 2018, this means four members and the Chair or Vice-Chair. On or after September 1, 2018, five members plus the Chair or Vice-Chair will be required for quorum.

Commission members participating in a meeting via teleconference are deemed to be attending the meeting for the purposes of meeting quorum.

11.7 Voting

Each member of the Commission, including the Chair, shall have one vote. Motions shall be carried by majority vote. In the event of a tie, the motion is defeated.

Where a member of the Commission opposes the majority decision of the Commission, the member must provide the Executive Secretary with a statement of his or her dissent in order to receive an exemption from liability. The statement must identify the decision to which the dissent refers and the reasons for the dissent. The statement of dissent must be provided to the Executive Secretary at least 12 calendar days prior to the subsequent meeting of the Commission.

11.8 Minutes

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

11.9 Confidentiality

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

Members of the Commission may communicate motions which have been approved by the Commission, 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 Commission 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 Plan, must be returned to the Executive Secretary following the completion of a Commission meeting, with the exception of minutes, which may be retained by Commission members.

The decision to release Minutes of Commission meetings is at the discretion of the Commission, and requests will be considered on a case-by-case basis.

11.10 In Camera Sessions

There will be a regular *in camera* session on each meeting agenda, however a member of the Commission may request an *in camera* session during the course of a Commission meeting, providing that such request has the support of a majority of the Commission members.

All members of the Commission, the Executive Secretary and any other participants invited by the Commission, shall attend an *in camera* session. Minutes shall be recorded when the Commission provides direction on an issue or when a decision is made 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 Commission shall appoint one Commission 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.

11.11 Conflict of Interest

At each meeting of the Commission, the Chair will call for members to disclose any possible personal conflict of interest for items on the agenda and the results will be recorded in the meeting minutes.

11.12 History

Approval date:	January 21, 2005; June 21, 2006; November 16, 2007; January 20, 2012; September 20, 2013; November 15, 2013; June 18, 2014; and March 16, 2018
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