

Board Meeting Protocols & Etiquette

Best Practices for Professional, Effective, and Engaging
Board Meetings

Welcome & Objectives

Today's Objectives

- Fostering engagement and active participation
- Promote respectful communication and professionalism
- Creating an inclusive and safe space for discussion and decision-making

Board and Officer Accountabilities

Standard of Care §43

- (a) act honestly and in good faith with a view to the best interests of the corporation; and
- (b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Directors and officers can be personally liable to the organizations they serve and other stakeholders for losses (and unlawful gains) which result from breaching these duties.

Why Agendas Matter



**GUIDES
DISCUSSION**



**ENSURES
EFFICIENCY**



**RESPECTS
EVERYONE'S
TIME**

What Makes Them Work

- Consistent layout and components
- Consent agenda for routine items
- Distribute materials in advance (5-7 days)

Opportunities for Continuous Improvement

Consider:

- Time Allocations & Expected Outcome
 - Assign specific time slots to each agenda item
 - Include the intended outcome (e.g. decision, discussion)
- Roles and Responsibilities
 - Indicate who is responsible for leading or presenting each agenda item
- Action Items and Next Steps
 - Keep a running list of actions to be taken, with responsible parties and deadlines
- Feedback Mechanism
 - Include a process for collecting feedback on the meeting or agenda structure

Board Meeting Etiquette

- **Arrive on time and prepared**
 - review the agenda and materials beforehand
 - write down your questions
- **Silence devices, avoid interruptions**
- **Virtual protocols**
 - set expectations for use of camera, chat, reactions and recordings
- **Respectful communication**
 - listen actively
 - don't interrupt
 - use respectful language
- **Maintain confidentiality**
 - Code of conduct
 - Vegas rules
 - Council-appointed Board members

THANK YOU!



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