



Mission

Owl Child Care provides a nurturing, play-based early learning environment to support each child in realizing their potential while giving families peace of mind.

Purpose

The following Meeting Protocols form part of the Board Code of Conduct and specifically supports the criteria under *Respectful Conduct*.

Meeting Protocols

1. Agenda items have a clear resolution identified (e.g., FYI, Approval, Decision, etc.)
2. Respect other people's time.
 - a. Arrive on time and prepared for meetings.
 - b. Start the meeting on time.
 - c. End the meeting at the time specified.
 - d. Seek consensus to defer items or continue past scheduled end time.
 - e. Evaluate the agenda and actual meetings regularly; report back with result and identify areas for improvement.
3. Share the duties of the meeting chairperson to encourage leadership development and active participation.
4. Active participation by all (and encouraged by the Chair).
 - a. Practice active listening.
 - b. Respect the views and opinions of others; be open-minded.
5. Honour commitments (e.g., follow up on assigned tasks and deadlines, be prepared, attend meetings and complete term).
 - a. Extenuating circumstances may warrant discussion of your ability to continue on the Board.



Board Engagement Expectations & Follow up:

1. All directors are expected to attend Orientation, Board meetings, the Annual General Meeting, Strategic or other special meetings as scheduled, and committee meetings, where applicable. Such meetings are considered mandatory.
2. If extenuating circumstances make it necessary for a director or committee member to miss a meeting, please contact the President and/or Chair of the committee and cc the Executive Director as soon as possible.
 - a. If at all possible, please send comments or notes specific to the agenda items to the President/Chair and Executive Director to allow your feedback to be discussed during the meeting.
3. Attendance is tracked and reported to the Nominating Committee to be used in considering your bi-annual Director Performance Check-in.
4. The following have been delegated responsibility to follow up with those who miss meetings: President, Chair of the Nominating committee, Chair for the specific committee meeting that was missed. The steps below outline the agreed upon follow-up process re missed board and committee meetings:

Meetings Missed	Follow up
1 st missed meeting	<ul style="list-style-type: none"> • If you did not send regrets, someone will contact you to check in and find out why you missed the meeting. • If you sent regrets, but not a proxy or comments, you will receive an email reminding you to please send comments on the agenda items in future.
2 nd missed meeting	<ul style="list-style-type: none"> • If the reason for missing a 2nd meeting is not considered to be extenuating circumstances, you will be contacted to discuss your commitment to the Board/committee(s) and work-life balance. • If you had extenuating circumstances, you will receive the minutes of the meeting and a suggestion to follow up with your mentoring partner.
3 rd missed meeting	<ul style="list-style-type: none"> • If a director and you miss 3 Board meetings, you will be contacted and reminded about the By-law # 43 that indicates that if you miss 3 meetings in a 12-month period, you may be deemed to resign • Whether a director or committee member, a discussion will take place about work-life balance and whether you can commit going forward.
4 th missed meeting	<ul style="list-style-type: none"> • Missing a 4th meeting in a 12-month period without extenuating circumstances approved by the Board or Committee Chair, will result in deemed resignation from the Board or committee. The President and/or Secretary will confirm this deemed resignation in writing with you.

NOTE: While attendance at Board and committee meetings is looked at overall, for the purpose of the follow up at steps 3 and 4, board meetings and committee meetings will be considered separately.

Acknowledgement of Commitment by Directors/Committee Members

I will do my best to perform up to these expectations during my term(s) as Director and/or committee member.

 Signature of Director

Date: _____