



## ***Fire Inspectors Association of Nova Scotia***

PO Box 8566 / 6175 Almon Street / Halifax, Nova Scotia / B3K 5M3

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### **Policy on Board of Directors' meetings**

#### **1.0 POLICY STATEMENT**

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to ensuring that board meetings are conducted in a respectful and organized fashion. The association also is committed to employing best practices as it relates to governance with respect to meetings.

#### **2.0 PURPOSE OF THE POLICY**

- 2.1 To ensure that board members and the membership of FIANS clearly understand the policies and procedures surrounding board governance as it relates to meetings of the board;
- 2.2 To provide clarity to the membership in how they may participate in board meetings if they feel it necessary; and,
- 2.3 To limit the risk to the association and individual board members with respect to the governance of FIANS.

#### **3.0 PROCEDURE**

- 3.1 All meetings of the board are considered closed meetings. All meeting agendas will include an in camera session that may or may not be used subject to a request from an individual board member.
- 3.2 If an individual, be it a member of FIANS or an outside party, wishes to address the board, they must make their request in writing not less than 30 days before the next meeting. This request is to be sent to either the President or the Secretary of the association. The request will be reviewed and the individual in question will be informed of the decision in writing.
- 3.3 Any individual attending the board meeting will be required to address their business to the board at the beginning of the meeting. Once the discussion has ended, the guest(s) will be asked to leave so that the board may continue with the general business of the association.
- 3.4 Access to the board minutes is defined in the FIANS bylaws.

- 3.5 Board members may share highlights of the board meetings with their local members. This must be done in a manner that respects the confidentiality of the proceedings at the board meetings.
- 3.6 Materials circulated at board meetings may be kept by board members for further review. Personal information however must be turned in to the Executive Director at the end of the meeting for disposal.
- 3.7 At the end of a board member's term, they are requested to shred all board materials. The Secretary of the association maintains the official copies for the records.

*Approved by the Board of Directors September 2024*