



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: December 10, 2024

Time: 5:30 p.m.

Location: Social Room, Wesbrook
Community Centre

AGENDA

The University Neighbourhoods Association Chief Administrative Officer, Paul Thorkelsson, will act as the presiding officer of the meeting until the conclusion of the election of the Chair.

A. CALL TO ORDER

B. APPROVAL OF AGENDA

1. **Motion:** *THAT the Board approve the December 10, 2024 inaugural meeting agenda, as circulated.*

C. APPROVAL OF MINUTES

None.

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

None.

F. REPORTS

1. Inaugural Board Meeting Process and Business Report – Paul Thorkelsson, Chief Administrative Officer

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

1. Election of the UNA Chair
2. Election of the UNA Secretary

I. ADJOURNMENT



Report Date: December 3, 2024
Meeting Date: December 10, 2024
From: Paul Thorkelsson, Chief Administrative Officer
Subject: Inaugural Board Meeting Process and Business

Background

The Inaugural Board meeting is scheduled to take place on Tuesday, December 10, 2024. This report summarizes the meeting procedure and items of business for this particular meeting.

Decision Requested

For information.

Discussion

Per the Board Rules of Procedure, the first meeting of the newly elected Board is the “inaugural meeting”. Modeled after what occurs in regional district boards, the purpose of the inaugural meeting is to elect the officers of the UNA: the Chair; and the Secretary. In addition, this meeting marks the end of the previous slate of directors and the beginning of the newly elected directors.

The responsibilities of the Chair and the Secretary are mostly detailed in the UNA’s bylaws and policies. The Chair is responsible for undertaking such activities in connection with the affairs of the UNA, as determined by the Board. The Chair is also responsible for working with the Chief Administrative Officer in preparing the agendas for Board meetings and recommending the appointment of directors for certain committees. The Secretary is co-responsible for maintaining certain records of the UNA – much of which are normally maintained by staff. The Secretary is normally responsible for preparing the agendas and meeting minutes for the restricted closed sessions of Board meetings.

The Chief Administrative Officer will serve as the meeting chair for the start of the meeting and is responsible for facilitating the elections of the Chair and the Secretary. Once the Chair has been elected, the Chair will serve as the meeting chair for the remainder of the meeting.

Section 2.7 of the Board Rules of Procedure describes the rules for the election of the Chair:

2.7. At the initial meeting, the Board must elect a Chair in accordance with the following



- a) *The call for nominations for the office of Chair is to be conducted by the CAO.*
- b) *If only one candidate is nominated, that candidate is to be declared elected by acclamation.*
- c) *If more than one candidate is nominated, voting is to be conducted by secret ballot.*
- d) *Ballots are to be counted by the CAO, and the candidate with the most votes is to be declared elected.*
- e) *If more than one candidate receives the largest number of votes, the CAO is to determine the procedure for determining which of those candidates is elected. For greater certainty, the procedure may include a runoff election or determination by lot.*

There are not specific rules for the election process of the Secretary. Nevertheless, the past practice for the election of the Secretary is similar to that of the Chair. The Chair will call for nominations and, if necessary, hold an election by secret ballot from among the nominees.

The elections of the Chair and the Secretary are the only items of business to be handled at the Inaugural Board meeting. The first regular Board meeting of the newly elected directors is scheduled to take place on Tuesday, December 17, 2024. At this meeting, the Board will consider the appointment of committee members and chairs, alongside other regular business.

Financial Implications

None.

Operational Implications

None.

Strategic Objective

None.

Attachments

None.



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**UNA BOARD MEETING
OPEN SESSION**

Concurrence

None.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Paul Thorkelsson', written over a horizontal line.

Paul Thorkelsson
Chief Administrative Officer