

Guelph Coding Community

Executive Meeting Policy

Effective January 2020

1 Meeting Guidelines

- i. Executive meetings must be announced by the GCC President at least one (1) week in advance.
- ii. Meetings must have agenda, which is shared beforehand.
- iii. Meetings must have a quorum of at least 50% of filled Executive positions to pass official matters.
- iv. Meetings may be held in person, or via video call.
- v. All meetings must have recorded minutes.

2 Meeting Format

- i. Record attendance.
- ii. Approve agenda.
- iii. Discuss each agenda item in sequence.
- iv. Create and assign action items.

3 Meeting Attendance

All GCC Executive are expected to attend Executive meetings, unless excused for compassionate reasons. Attendance shall be recorded in the meeting minutes.