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.