

**POLICY NUMBER: POL-135**

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**Chapter:  
BOARD OF DIRECTORS**

**Subject:  
GOVERNANCE PROCESS, BOARD MEETINGS**

**Effective Date:  
June 26, 2007**

**Last Update:  
December 12, 2017**

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**PURPOSE STATEMENT:**

The purpose of this policy is to describe the meeting requirements for the Board of Directors of the Workers Compensation Board.

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**REFERENCE:**

*Workers Compensation Act R.S.P.E.I.1988, Cap. W-7.1, Section 24, 30(2).*  
Workers Compensation Board Policy, POL-37, Board Members' Code of Conduct.

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**DEFINITION:**

In this policy

“Quorum” means the presence of a majority of the Board members.

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**POLICY:**

**Regular Monthly Meetings**

1. The Board of Directors will meet monthly to conduct the usual business of the Workers Compensation Board and meetings will normally take place on the fourth Tuesday of
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each month.

2. The package of materials for the Board of Directors' meeting must be assembled and distributed to Board members on the sixth day prior to the meeting.

Therefore, the deadline for submission of materials that will be included in the Board package of information the eighth day prior to the meeting, so that agendas, memoranda, and any supporting material can be assembled, copied, and distributed by noon on the sixth day prior to a meeting to allow adequate time for review by individual members.

### **Special Meetings**

3. A special meeting may be called at the direction of the Chair, who shall request the Chief Executive Officer to notify all Board members.
4. A special meeting may be held if requested by a majority of Board members. The Board members shall then notify the Chair who shall request the Chief Executive Officer to notify all Board members.
5. When a special meeting is called, the Chair will canvass the Board members to find a date that fits the schedule of all Board members. Depending upon the urgency of the issue, the Chair may determine the meeting will need to take place in the absence of some Board members as long as a quorum will be present.
6. Three (3) business days of notice must be provided to hold a special meeting unless a majority of Board members agree to waive the notice period.
7. The Chief Executive Officer will make best efforts to have materials distributed to Board members 24 hours in advance of the special meeting.
8. Special meetings may be conducted in person or by secure, electronic communication.

### **Emergency Meetings**

9. In the case of an emergency, the Chair may call a meeting to be held within 24 hours, so long as a quorum of members can be present. The Chief Executive Officer shall make best efforts to contact all Board members.

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**HISTORY:**

December 12, 2017 – Amended to reflect change in deadline for submission and distribution of Board materials.

September 23, 2016 - Amended to reflect a change in the regular meeting day.

October 24, 2013 – Amended sections 1-5 and removed section 11.

August 21, 2013 – Editorial changes made to the policy as a result of a review by the Board of Directors.

November 3, 2009 – Amended to replace “Executive Division” with “Chief Executive Officer” throughout the policy.

Board of Directors Approval Date: June 26, 2007