

# BRITISH COLUMBIA VEGETABLE MARKETING COMMISSION

## MEETING POLICY

### PURPOSE

The BC Vegetable Marketing Commission (VMC) meeting policy is established so that members are informed of scheduled meeting dates and they are better able to time manage assuring attendance to VMC in-person meetings.

Further, the meeting policy allows registered producers eligible for election as a VMC member to be aware of meeting attendance obligations.

### AUTHORITY

Pursuant to the *NATURAL PRODUCTS MARKETING (BC) ACT REGULATIONS* the Commission has the authority to establish by way of a resolution the procedure to be followed for calling and conducting meetings.

### *Powers of marketing boards*

*3 Except as otherwise provided in a scheme established by order in council pursuant to the Act, every marketing board or commission shall have the following subsidiary powers, duties and obligations and shall be subject to the following limitations:*

*(1) every marketing board or commission shall by resolution determine the procedure to be followed for calling and conducting its meetings;*

## MEMBER MEETINGS

In general terms, the Commission will apply Robert's Rules at all VMC member meetings.

Commission members are to meet regularly so that the Commission is able to fulfill its mandate. To be properly constituted all VMC member meetings require a quorum. When all VMC positions are filled a quorum of the members is five (5), including the appointed Chair.

VMC member meetings noted as regular meetings are those where members attend in-person. The Commission also conducts business by way of tele-conference meetings.

Meeting notices are required to be sent to all VMC members at least three (3) days in advance of meetings.

Meetings are typically held at the Commission office located in Surrey, British Columbia.

Among others, VMC member meeting agendas include:

- Review and approval of prior meeting minutes;
- Resolutions on matters requiring Board decision;
- Committee reports;
- Compliance reports;
- General Manager's reports
- Periodic presentations from professional advisors on the VMC's business, financial and legal affairs; and
- Such other matters that may be appropriately addressed by the members

### **MEMBER MEETING PLAN**

Customarily, a regular meeting plan is established on completion of annual elections and during the regular meeting held following April 1, which is when newly elected or re-elected members take office.

The meeting plan establishes a schedule when meetings are to be held. Regular meetings dates are not to occur in the months of May and September so to avoid conflicting with critical planting and harvesting operations.

As well, and achieved by way of member consensus, additional regular meetings may be held.

Each year in the later part of March the Annual General Meeting is to be held.

### **COMMISSION DECISION**

During its April 10, 2012 telephone conference call meeting a decision was reached regarding the holding of regular member meetings. The policy set out below amends the VMC meeting policy established November 18, 2010.

***The Board shall hold regular meetings in accordance with a member approved annual meeting schedule. Regular meetings are not to be held when potato seeding or harvest is underway, which typically corresponds to the months of May and October respectively. Additionally, the Board may meet in certain circumstances and by way of telephone conference to address special issues that should not be held over until the next regularly scheduled members meeting.***

### **DIRECTORS MANUAL REFERENCE**

A summary form of the VMC meeting policy is set out in item 7.08 (ii) – Meetings – of the Director's Manual.

Approved: November 18, 2010

Revised: April 10, 2012