



OSTA

Ottawa Student
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OSTA Board Meetings

Effective Date: April 24, 2017

Policy Code – Version: G19 – V2	
Policy Name: OSTA Board Meetings	
Approved by motion of Board on	May 25, 2015
Revised by motion of the Board on	April 24, 2017
Cross Reference	
G8 In-Camera Meetings	
G2 OSTA Board of Directors Meetings – Electronic Participation	
Related Forms	

Policy Statement

1. The OSTA Board of Directors shall meet at least three times per year to discuss Governance and/or General Business Matters.
2. The OSTA Board of Directors shall determine the nature of its meetings, and scheduling of same, for the following school year no later than June 30 of the previous year.
3. Meetings shall normally begin at 5:30pm and end at 7:00pm. In order to ensure outstanding action items are addressed on a timely basis, any meetings where quorum cannot be maintained after 7:00pm shall require a Board motion to establish alternative options for addressing outstanding action items.
4. Governance Meetings shall be held under the following circumstances:
 - a. To discuss matters relating to strategic planning, budget approval, and policy-making.
 - b. The agenda and all back up materials will be posted on OSTA’s website no later than three business days prior to the meeting.
 - c. Public delegations may be heard upon approval by the Board of Directors. These shall be restricted to items on the posted agenda.
5. General Business Meetings shall be held under the following circumstances:
 - a. To discuss matters relating to the efficient and effective management of the organization.

- b. This is a closed meeting that is not open to the public.
6. Public agendas and all regular minutes shall be posted on OSTA's website.

Procedure

1. General Business Meetings

- a. Staff will provide agenda and related materials to Directors at least 3 days prior to the meeting. These may be distributed in print or electronically, at the discretion of the Directors.
- b. Approved open session minutes of each meeting will be posted online.
- c. No delegations, nor audience, is permitted, unless by invitation or approval by OSTA.

2. Public Governance Meetings

- a. Public Governance Meetings will generally occur mid-Fall and mid-Spring, in conjunction with policy reviews, strategic planning or budget discussion. The Board of Directors approves the meeting date(s).
- b. Staff will post a notification of an upcoming Public Governance Meeting online at least 30 days prior to the meeting date.
- c. Staff will post the open session agenda online at least 7 days prior to the meeting date.
- d. Staff will post related materials online at least 3 days prior to the meeting date.
- e. Delegations may register to speak to the Board regarding any specific agenda items as soon as the agenda is posted.
- f. Interested members of the public may attend the meeting.