

# ADMINISTRATIVE PROCEDURE 300

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## MEETINGS

### Background

To ensure proper meeting protocol is in place.

### Guidelines and Procedures

#### 1. Induction of New Executive Members

- 1.1 Newly elected members will not hold office until the next regular meeting of the executive.
- 1.2 At the first meeting following elections, the outgoing President shall hold an Induction for new Executive members. Outgoing members are invited to attend.
- 1.3 The outgoing President will prepare the agenda for this meeting and will begin to chair the induction meeting.
- 1.4 The Induction will include:
  - 1.4.1 A brief outline of the responsibilities of each position.
  - 1.4.2 A brief explanation of where STAA fits with all the other organizations.
  - 1.4.3 A brief update on each current agenda item.
  - 1.4.4 Schedule a date for any changes to the signing authority of the Executive Committee.
  - 1.4.5 The outgoing President will pass the agenda to the President to continue and commence sitting as the Past President.
  - 1.4.6 The outgoing Executive may then choose to leave the meeting or stay as observers.
- 1.5 If there are no changes to the Executive Committee members, an Induction would not be held.

#### 2. Executive Committee Meetings

- 2.1 The Executive Committee holds meetings approximately three times per year, in addition to the AGM.
- 2.2 These meetings shall be planned to coincide with School Bus Safety Meetings to save travel costs.

- 2.3 Special meetings may be called if required.
- 2.4 STAA will provide lunch for Executive members on meeting days.
- 2.5 A quorum at any Executive meeting is 50% plus 1 of Executive members entitled to attend. Two thirds (2/3) of the Executive must approve expenditures over \$1000 (STAA By-laws Article IV; Section 12).

3. **SUPERVISORS' MEETINGS**

- 3.1 The purpose of these meetings is to allow Supervisors to meet with members from outside their zone to discuss common issues, concerns, and ideas.
- 3.2 Representation at these meetings is usually one member per Division.
- 3.3 Meetings are held twice a year unless otherwise directed by the Executive.
- 3.4 STAA may provide lunch for the members.

4. **STAA Workshops**

- 4.1 Workshops may be held in conjunction with the Supervisors' Meetings.
- 4.2 Any member may attend a workshop.

5. **Orientation for New Members**

- 5.1 The President, Executive Director and/or any available Executive members will provide a brief orientation to the new members following the Annual General Meeting.

5.2 The Orientation will discuss:

5.2.1 Which meetings to attend.

5.2.2 Other agencies and groups (stakeholders) and what their role is in relationship to a member.

- School Bus Safety Committee

- ASTAC

- Alberta Education

- Alberta Transportation

5.2.3 The role of the Executive Director.

5.2.4 What can we do for you? (i.e. surveys, questions)

5.2.5 How to use the web sites.

5.2.6 Encourage involvement and new ideas.

5.2.7 The STAA Membership brochure.

Reference:

Approved: January 2018

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