



## Meetings Guideline

This guideline is to maintain consistency of Makerspace meetings. How they are planned, run and reported.

Meeting quorum and other specifics are dealt with in our Bylaws as per the BC Societies Act. These both supersede this guideline, as this document intended to govern the form only of meetings in a simplified format.

Kamloops Makerspace holds three types of official meetings.

- Member Meetings
  - Held monthly
  - For input of all members in good standing
  - Chaired by an assigned board member
  - Board may conduct votes per bylaws
  - Guideline are adopted as per the Guideline on Guidelines
  - Notice of Meeting posted in the Society Information/Meetings section of our Forum
    - Cross posted to Facebook and published in Maker News
- Board Meetings
  - Held Monthly
  - For discussions of the elected Board
  - Board may conduct votes per bylaws
  - Members may be present
    - Members are present in observatory role
    - Input may be solicited by board members
  - Board may go “in camera” to address sensitive issues.
  - Notice of Meeting posted in Board Chat (hidden) section of our Forum

- Annual General Meeting
  - Held annually for membership to elect a Board of Directors
  - Governed by our Bylaws and the BC Society Act
  - Notice of Meeting posted in the Society Information/Meetings section of our Forum
    - Cross posted to Facebook and published in Maker News
    - An email containing a Notice of AGM will go to all members in good standing
  - Additional guidelines may govern this meeting

Notice of meetings will be given at least one week (AGM one month) in advance via a forum post titled with the meeting date and meeting type. This post will include the date, the location (or Zoom link) a proposed agenda, any supporting material and a call for additional Items. Agendas will be posted to the forum using consistent formatting as per the month's previous post.

Minutes of meetings will be taken by a board member assigned to the secretary for the meeting. Minutes will be kept in the format of the template provided in the Board Google Drive. Minutes will be completed within one week of the meeting and posted to the Meeting Minutes section of our Document Library on our website. Files will be named with the title of the meeting and the date of the meeting and saved in a PDF format.

A link to the minutes will be added to the appropriate Notice of Meeting with a call for additions or corrections to the minutes. These minutes will be approved with amendments by vote at the next meeting of this type.