

MAR 13 2023

OHPL Policy 01 - Board Meetings

Regular scheduled meetings will be held at the RM office or electronically via Zoom as required. Special Hamlet board meetings maybe held at board members residence or at a location agreed upon by a majority of the board.

Regular scheduled meetings will be held on the 3rd Tuesday of each month. Any changes to this schedule or additional or special Board meetings will be determined by the Chairperson in consultation with the Hamlet board members.

Meetings will occur during office hours if the RM Administrator is able to attend; otherwise, the time will be determined by the Hamlet Chair in consultation with the Hamlet board members.

Meetings should be held to a maximum of three (3) hours in duration.

Notice of all meetings will be posted on the RM website by the RM Administrator at least three (3) days prior to the scheduled meeting date. A copy of the agenda and any written reports will be posted at least 24 hours prior to the scheduled meeting date.

Board members must provide any reports in writing which will be attached to the minutes of that meeting and then posted on the RM website within 30 days following that meeting.

Duties of the board members for all minutes should follow the Hamlet Procedures Handbook (section 2, page 2 & 3)

Approved by OHPL on June 16th, 2020

Approved by RM Council on July 22nd, 2020

Revised by OHPL on March 13, 2023