Council Meeting Guidelines

Most divisions meet at the OLA office four times a year for a full day meeting. The board meets four times a year for a full day meeting. It is at the discretion of the board and councils to add teleconferences or modify the meeting schedule (notify the OLA office). The executive director is ex-officio (non-voting) and will attend all board meetings and most if not all council meetings as a resource.

The OLA office will take care of the logistical arrangements including booking the boardroom, arranging for lunch, and providing a teleconference number if needed. The OLA kitchen is your kitchen – feel free to get a soft drink, make coffee and tea, etc. The staff is happy to assist.

OLA covers meeting expenses as per the conditions on the OLA expense form (located on the web site). Accommodation expenses are for meetings exceeding 3 hours. Councilors and board members requiring a hotel room when attending meetings should book either through the OLA office or directly with OLA’s official hotel (listed on the web-site).

Agenda Guidelines
Agenda items are at the discretion of the president and council. OLA board agenda’s will differ from the following. These guidelines are offered as a reminder to assist with agenda creation for meetings:

Usual items:
- Welcome
- Statement of conflict of interest
- Approval of agenda
- Approval of minutes
- Business arising
- Treasurers report
- Program reports/portfolio reviews
- OLA board updates
- Next meeting
- Adjournment

The following additional items are suggested to ensure council is on track with the cycle of OLA business:

First council meeting (February/March)
- Strategic plan review
- Assignment of portfolios (if applicable)
- Confirmation of meeting and event dates
- Orientation to policies, procedures (i.e. expense forms)
- Corrections to the council directory (provide to the OLA office)
- Super Conference call for proposals (ideas councils may have for sessions)
Second council meeting (May/June)
  • Review awards procedure
  • Review council nomination procedure
  • Super Conference preliminary program review

Third council meeting (September/October)
  • Awards process update
  • Council nomination update

Fourth council meeting (November/December)
  • Planning the AGM
  • Finalizing the next budget
  • Recognition of outgoing council members (or at AGM)
  • Planning Super Conference activities (award presentation, convening, etc.)

To maximize meeting time and to move business along, councils may wish to create ‘consent’ agendas for distribution in advance of the meeting. The consent agenda is simply an update of activities that have occurred, or items of interest that have been raised since the last meeting, but which do not require discussion or decision. For example, if your division has hosted a members’ event, you may wish to post a summary of the event in the consent agenda. Should a councilor have a question about an item on the consent agenda they can ask to have this ‘lifted’ for discussion at the meeting. The item would then be added to the meeting agenda.

The president would ask for items in advance and then compile them into a consent agenda for distribution with other meeting items in advance.