

**NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION  
POLICIES RELATING TO AGENDA DEVELOPMENT  
FOR MEETINGS OF THE BOARD AND EXECUTIVE COMMITTEE**

Policy Number: B003

**Policy Statement**

To ensure efficiency and effectiveness of the organization, Directors will receive notice of and information required for meetings in a timely fashion.

**I. Advance Notice of Meeting**

1. The Board of Directors and Executive Committee will set meeting dates for the calendar year at the first meeting of each calendar year. The Executive Director will then prepare the annual schedule of meetings and distribute to all Board members for their information and attention.
2. The Executive Director will provide notice of meeting no less than 10 days in advance of the meeting date.

**II. Meeting Agenda & Information**

1. The Executive Director, under the direction of the President, will prepare and distribute electronically the meeting agenda and required supporting information no less than 3 business days in advance of the meeting, except in extenuating circumstances.
2. Where appropriate and approved by the President or designate, additional information may be circulated at the meeting.

*Adopted by the Board of Directors – September 29, 2010, City of Thunder Bay*