

POLICY**POLITIQUE****National Operating Policy # 12**

Subject: Planning of Meetings

Approved: June 24, 2011 by the National Executive Council

Revised: June, 2019

Objective and Rationale

The Canadian Institute of Public Health Inspectors recognizes that meetings are integral in conducting business for the National Executive Council (NEC), Board of Certification (BOC), Council of Professional Experience (CoPE) and other Portfolios sanctioned by the NEC.

Meetings must be called within a reasonable time in order for the National Office to make arrangements for the meeting.

Specific Operations

Meetings may only be called by the National President, BOC Chair, CoPE Chair or a Committee Chair. Meetings held by teleconference for regular business will ideally be called at least 15 days in advance to facilitate the greatest attendance. The service provider contracted via the CIPHI National Office will be used solely for all teleconferences.

Face-to-face meeting expenses must be included in the CIPHI annual budget and approved by the NEC. Any additional meetings require prior approval by the National President. If the National President is not available, approval must be obtained from the NEC Finance Committee Chair.

Face to face meetings will be called at least 60 days in advance to allow the National Office sufficient time to secure accommodations and meeting space. The host Branch in which an NEC meeting is held will assist the National Office and the National President with local knowledge of potential venues.

The National Office will be notified of the following by the person who calls the meeting:

- Geographical location of the meeting
- Approximate number of attendees
- Required audio visual equipment
- Meeting room requirements. (i.e.-size, set-up style)
- Hospitality requirements.

The National Office will be notified of the following by the individuals attending the meeting:

- Dietary needs
- Accessibility needs
- Travel and accommodation arrangements

The person who calls the meeting will ensure the costs do not exceed the budget for the current fiscal year. If the budget cannot be accommodated then the person who called the meeting must contact the National President immediately and no later than 30 days prior to the meeting date.

Meeting attendees have two options for making travel arrangements:

- Book their own flight and claim the expense as per the Expense Reimbursement and Cost Sharing Policy (NOP #8) or;
- Contact the CIPHI Office to request access to the CIPHI travel agent to make travel arrangements that are billed directly to CIPHI. Note that the CIPHI Office must give approval to the travel agent for a meeting attendee to use this service and that CIPHI will incur a user fee for each booking.

Any changes to flights after they have been booked must be made with the approval of the National Office.

Accommodations can be cancelled up to the deadline imposed by the policy of the hotel.

Accountability

National Executive Council is responsible for administration of this policy.

Attachments / Appendices

None

Document Change History

Initial Draft –February 2010
Approved – June 24, 2011
Revised – June 2019