

### National Operating Policy # 12

*Subject: Planning of Meetings*  
*Approved: June 24, 2011*  
*Revised: June, 2019*  
*Reviewed: June 2025*

#### *Objective and Rationale*

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

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

#### *Specific Operations*

Board meetings may be called by any two Directors in accordance with By-Law #1 Sections 5.01 – 5.05.

Meetings of the BOC, CoPE and other National committees will be determined by committee policy or terms of reference approved by the Board.

Notice of meetings is required no less than 7 days in advance and ideally electronic meetings should be called at least 15 days in advance to facilitate the greatest attendance.

Face to face meetings should 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 a Board meeting is held will assist the National Office and the National President with local knowledge of potential venues.

Face-to-face meeting expenses should be included in the CIPHI annual budget and approved by the Board. Following that, any additional meeting proposals that arise must be brought to the Board for approval.

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*

Board of Directors is responsible for administration of this policy.

*Attachments / Appendices*

None

*Document Change History*

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