

POLICY

POLITIQUE

National Operating Policy # 12

Subject: Planning of Meetings

Approved: June 24, 2011

Revised: June 2019

Last Revised: January 2026

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(s) 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.

The procedures for travel bookings and reimbursement of other meeting expenses can be found in NOP # 8 *Expense Reimbursement and Cost Sharing*. That policy establishes procedures for reimbursement of travel and CIPHI business expenses incurred when conducting CIPHI business

Accountability

Board of Directors is responsible for administration of this policy.

Attachments / Appendices

None

Document Change History

Initial Draft –February 2010
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