

II. Governance

Section 11 – Conduct of Meetings

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11.1 Purpose

The purpose of this policy is to provide the rules and procedures regarding the conduct of Commission meetings.

11.2 Commission Meetings

The Chair shall, in consultation with the Commission, determine the frequency of meetings of the Commission whenever he/she considers it necessary to ensure the proper administration of the Act. The Public Employees Benefits Agency (PEBA) will provide each member of the Commission with a schedule of meetings in each fiscal year.

Nine regular Commission meetings are currently scheduled in a fiscal year. Regular Commission meetings are held on the third Friday of each month, with the exception of the months of July, August, and December. One Strategic Planning meeting is also held annually.

11.3 Venue

The meetings of the Commission shall be held at the office of PEBA in Regina, Saskatchewan or such other place, or in any other manner, as may be determined by the Commission.

11.4 Absenteeism of Commission Members

Members of the Commission are expected to attend all meetings of the Commission. Should a member not attend three or more scheduled Commission meetings in a fiscal year, such absenteeism will be reported to the appropriate appointing body or association.

The Commission publishes a summary of Commission member attendance at meetings of the Commission in the MEPP Annual Report.

Commission members participating in a meeting via teleconference are deemed to be attending the meeting.

11.5 Agenda

PEBA shall distribute an agenda, for the next scheduled Commission meeting, to each member of the Commission at least one week prior to such meeting.

11.6 Quorum

At least 50 per cent of the Commission, or six members, including the Chair or Vice-Chair is required to reach quorum.

Commission members participating in a meeting via teleconference are deemed to be attending the meeting for the purposes of meeting quorum.

11.7 Voting

Each member of the Commission, including the Chair, shall have one vote. Motions shall be carried by majority vote. In the event of a tie, the motion is defeated.

Where a member of the Commission opposes the majority decision of the Commission, the member must provide PEBA with a statement of his or her dissent in order to receive an exemption from liability. The statement must identify the decision to which the dissent refers and the reasons for the dissent. The statement of dissent must be provided to PEBA at least 12 calendar days prior to the subsequent meeting of the Commission.

11.8 Decisions of the Commission when a meeting is not possible

Where a decision of the Commission is required in a timeframe that does not allow for a meeting of the Commission, and the decision is not one that the Chair may make on his or her own as authorized in section 4.5 of the Commission's Governance Manual, the Associate Deputy Minister, PEBA (ADM) or the ADM's delegate, will recommend that the Chair engage the following process:

Commencement

- The Chair will direct PEBA to commence the process.

Notification of Commission members

- PEBA will contact all members of the Commission at the earliest opportunity to determine whether quorum can be met.
- PEBA will provide no fewer than four days' notice of a required decision, and as much notification as time permits.
- PEBA will distribute the decision materials and recommendation via Diligent Boards and inform Commission members when the information is available.
- PEBA will, in consultation with the Chair, communicate a deadline for all Commission members to vote on the motion in the Diligent Boards application.

Teleconference or Videoconference (optional)

- The Chair will determine whether a teleconference or videoconference to discuss the issue is necessary, considering any time constraints. If a conference call or videoconference is found to be necessary, the Chair and/or PEBA will schedule and facilitate a conference call or videoconference with the available Commission members.
- If a decision is made during a conference call or videoconference, PEBA will draft a record of the decision.

Voting

- PEBA will monitor the voting and notify Commission members via email when the decision is made.
- PEBA will draft a record of the decision.

Follow-up and Communication

- PEBA will communicate the Commission's decision to the appropriate parties.
- The Commission will review and approve the record of the decision at the first possible opportunity following the decision.

11.9 Minutes

A PEBA staff member will be the Recording Secretary for Commission meetings. The Recording Secretary shall record written minutes of each Commission meeting and PEBA will distribute such minutes to each member of the Commission at least one week prior to the next scheduled Commission meeting.

11.10 Confidentiality

To ensure open and frank deliberation among Commission members, subject to the following paragraph, all matters discussed at Commission meetings and individual positions on any subject matter will be held in strict confidence.

Members of the Commission may communicate motions which have been approved by the Commission, to the party or parties involved. Detailed communication of approved motions must be released through the Chair.

Any material of a confidential nature in the possession of Commission members must be held in a secure location and out of public view. Any material, provided to Commission members on paper, which contains the name or names of members of the Plan, must be returned to PEBA following the completion of a Commission meeting, with the exception of minutes, which may be retained by Commission members.

The decision to release Minutes of Commission meetings is at the discretion of the Commission, and requests will be considered on a case-by-case basis.

11.11 In Camera Sessions

There will be a regular *in camera* session on each meeting agenda, however a member of the Commission may request an *in camera* session during the course of a Commission meeting, providing that such request has the support of a majority of the Commission members.

All members of the Commission, the Recording Secretary, if requested, and any other participants invited by the Commission, shall attend an *in camera* session. Minutes shall be recorded when the Commission provides direction on an issue or when a decision is made during an *in camera* session.

In the event that the Recording Secretary is not present to record the minutes of an *in camera* session, the Chair of the Commission shall appoint one individual Commission member to record the minutes, and these minutes will be kept in a secure location separate from the regular meeting minutes.

In camera sessions shall be held to discuss items of a confidential nature.

11.12 Conflict of Interest

At each meeting of the Commission, the Chair will call for members to disclose any possible personal conflict of interest for items on the agenda and the results will be recorded in the meeting minutes.

11.13 History

Approval date: January 21, 2005; June 21, 2006;
November 16, 2007; January 20, 2012;
September 20, 2013; November 15, 2013;
June 18, 2014; March 16, 2018; and June 19, 2020

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