# Agenda Planning

Adopted: Jan 2007
Modified: May 2011

To accomplish its work with a governance style consistent with its policies, the Board will follow an agenda that:

A. ensures that all Ends policies are monitored and reviewed annually;
B. ensures that all Limitations policies are monitored and reviewed at least every 3 years;
C. provides for continual improvement of Board performance through education and enriched input and deliberation;
D. ensures that worship is an integral part of Board meetings.

Accordingly,

1. A multi-year agenda cycle will be developed and followed on a regular basis through the use of a Perpetual Calendar.

2. Throughout the cycle the Board will attend to agenda items as expeditiously as possible.

3. The Board will have and keep current a printed procedure on the handling of received correspondence that ensures all correspondents are heard in a timely and appropriate manner and that the Board has adequate time to consider the matters raised.

4. A draft Agenda with relevant documents will be circulated to members at least one week in advance of a Board meeting. In the case of decisions to be taken by conference call or electronic polling, notice of motion will be circulated at least one week in advance.