Standard Operating Procedures for the Business of CAN
Approved by the Governing Council, September 2020
Last Updated: July 30, 2021

Operating Year
The inaugural operating year for conducting the business of CAN will run from September 1st, 2020 to April 30th, 2021 at which point, the operating year will be May 1st to April 30th, which will be in alignment with the financial year of May 1st to April 30th.

Language of Operation
The business of, and meeting materials for, the Governing Council and Domain Area Committees will be conducted and provided in English. All formal correspondence to the Advisory Council will be provided in both official languages. The meetings will be conducted primarily in English although all colleagues are invited to speak in the language of their choice. Initial drafts of documents for consideration by the Governing Council, Advisory Council and Domain Area Committees will be presented in English and once finalized and approved, will be translated as appropriate.

Accessibility
All meetings, and related materials that are shared with members and/or distributed for public consumption on the website or other channels, will be set up and provided in formats that are accessible for the needs of its members to be able to fully engage in discussions.

Managing Meetings
- **Meeting Materials** – will be hosted in the CAN MS Team environment in the appropriate Channel. All members of respective Councils and Committees will be assigned authority to access information in appropriate Channels. An email will be distributed 7 days in advance of formally scheduled meetings, and meeting materials will be available in designated folders at that date.
- **Proposing Items on Agenda** – Agendas will be developed in consultation with the Chair and Vice-Chair of each Council or Committee, along with the national office. Members are invited to submit an item for consideration on an agenda to the Chair of the respective Council/Committee with a copy to the Corporate Secretary, for consideration.
- **Conducting Meetings in a Virtual Environment** – until further notice, all formal meetings will take place via MS Teams or Zoom, at the discretion of the Chair for each Council or Committee, ensuring that proper measures have been put in place to support accessibility and required accommodation for attendees.
- **Official Records of Meetings** – Minutes of all Councils and Committees will be taken by the Corporate Secretary (or a delegate) and made available for approval at the following round of appropriate business meetings.
- **Time of Meetings (12pm to 6pm EST)** - Given the pan-Canadian representation of CAN partners and members, all formal meetings will take place no sooner than 12:00pm EST and 6:00pm EST, unless otherwise agreed upon.

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Support from CAN National Office

Chairs and Vice-Chairs will have the full administrative support of the CAN National Office for all logistics and coordination of meetings and related materials.

Expectation to Participate

Designated members of CAN Councils and Committees are expected to prepare for meetings and familiarize themselves with the matters to be discussed, and to able to attend all required scheduled meetings. It is important to notify the Corporate Secretary and/or the Chair of respective meetings of any regrets. The following table summarizes estimated time commitments that members on Councils and/or Committees can expect and will vary depending on the level of commitment, interest and availability of each person.

Governing Council (GC) Members	Advisory Council (AC) Members	Domain Area Committee (DAC) Members
Meeting Frequency: **Anticipated:** 3-4 x Per Year for 2 hrs (8-10 hrs approx. with prep) **If Chair and Vice-Chair:** ▪ Bi-monthly meetings + prep and case by case as needed ▪ **Optional :** attend Advisory Council Meetings and/or Domain Area Committee Meetings (see their meeting frequency) **If DAC Chair Member:** ▪ Bi-monthly GC meetings and case by case as needed ▪ DAC Meetings ▪ **Optional:** Advisory Council Meetings **If Members-at-Large:** ▪ Bi-monthly GC meetings ▪ **Optional:** Advisory Council Meetings and DAC Meetings =============== **ESTIMATE OF 'COMMITTEE WORK' TIME COMMITMENTS:** ▪ Limited outside of required meeting times	**Meeting Frequency:** **Anticipated:** 3 x Per Year for 2 hrs (6-8 hrs approx. with prep) **If Chair:** ▪ 3 x Per Year for 2 hrs + prep ▪ Automatic role as VC Governing Council + prep **If Vice-Chair:** ▪ 3 x Per Year for 2 hrs + prep ▪ **Optional:** DAC Meetings **All Other Members:** ▪ **Optional** – become member of DACs (if eligible) **ESTIMATE OF COMMITTEE WORK TIME COMMITMENTS:** ▪ Limited outside of required meeting times	**Meeting Frequency:** **Anticipated:** Bi-monthly for 2 hrs (12-14 hrs approx. with prep) **If Chair:** ▪ Quarterly meetings + prep ▪ Advisory Council meetings ▪ Governing Council meetings + prep **All other Members:** ▪ **Optional:** attend Advisory Council Meetings (if eligible) **ESTIMATE OF COMMITTEE WORK TIME COMMITMENTS:** ▪ Anticipate additional 3-5 hours/month approximately, outside of required meeting times to contribute to the work of designated DACs, depending on agreed upon work plan for operating year

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