



BOARD OF DIRECTORS MANUAL

CATEGORY: GOVERNANCE
ISSUED BY: GOVERNANCE COMMITTEE
APPROVED BY: BOARD OF DIRECTORS
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RULES OF PROCEDURE

Purpose:

To ensure the orderly and proper conduct of its affairs at meetings for the Board, Board Committees, and Members pursuant to Hospital By-laws.

Policy:

The Northumberland Hills Hospital Corporation shall conduct its meetings using the Rules of Order described within *Robert's Rules of Order*, latest edition, that may be published from time to time.

In order to avoid tie votes at meetings of the Board, the Members shall elect an odd number of Directors.

Procedure:

Copies of the reference book, *Robert's Rules of Order* shall be available in the NHH Administration Department.

References:

- NHH By-laws, Meeting Procedures

Approved:

January 2011

February 2016

February 2017 reviewed

February 2018 reviewed

February 2019 reviewed

February 2020 reviewed

NOTE: This is a CONTROLLED document as are all management system files on this server. Any documents appearing in paper form are not controlled and should ALWAYS be checked against the server file version (electronic version) prior to use.

March 2021 reviewed

May 2022 revised

March 2023, revised

March 2024 revised

March 2025 reviewed