



Yukon Health &  
Social Services Council  
Box 2703 (A8E)  
Whitehorse, Yukon Y1A 2C6

# Yukon Health and Social Services Council

## Operating Procedures

### 1. Proceedings

#### 1.1. Meetings

##### 1.1.1. Frequency

There shall be a minimum of four meetings a year.

##### 1.1.2. Location of Meetings

The Council shall, at the Chairs'<sup>1</sup> discretion, endeavour to meet in a rural community at least once per year.

##### 1.1.3. Notice of Meetings

Notice of meetings shall be provided to members at least 30 days prior to the date of the meeting.

##### 1.1.4. Work of the Council and Meeting Agenda

The Council shall agree on the work plan and priorities for the Council work in accordance with section 1.1.6. The Chair and Secretariat shall prepare the meeting agenda in advance of a meeting which shall reflect the work plan and priorities of the Council. Council members may suggest agenda items to the Chair at any time and the Chair shall do his/her best to incorporate the suggestion into the meeting agenda.

##### 1.1.5. Quorum

A quorum shall be when at least 50% of the appointed members are present.

A member who cannot attend a Council meeting may make his or her views on discussion issues known to another member, who will report them at the meeting. Alternatively, the member may submit his or her views in writing to the Chair.

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<sup>1</sup> Any reference to the Chair includes the Co-Chair, if any

### 1.1.6. Decision-making Procedures

The Council shall reach its recommendations by consensus among its members. All other matters, such as budgetary matters and work plans, shall be moved as formal motions and voted on by members.

In cases where votes are taken, members of the Council, including the Chair, shall have one vote.

Motions must receive the support of 50% plus one of the members present in order to be carried.

### 1.1.7. Open and Closed Sessions

Council meetings shall normally be open. The Council may, however, decide to hold sessions “in-camera” as needed.

## 1.2. Records

### 1.2.1. Minutes

Minutes shall be recorded by the Council Secretariat and circulated in draft form to all members as soon as practically possible. Members who were present shall forward changes to the Minutes within 20 days of receipt. The Council shall adopt the Minutes at the next meeting.

Once adopted, Minutes will be posted on the web site, distributed to all Council members as well as the deputy ministers of the Department of Health and Social Services, and Justice.

### 1.2.2. Decisions

Decisions affecting internal affairs of the Council, including activities or actions by the Council, its sub-committees, or members, shall be determined in accordance with 1.1.6. Where a vote was taken, the Minutes shall show whether the motion was carried or defeated.

## 2. Committees

### 2.1. Establishment

The Council may establish committees to facilitate its work.

### 2.2. Membership

The Council shall establish the membership of any committees.

### 2.3. Relationship with Council

Committees shall have the ability to determine their priorities and work plans. These should be reviewed by the Council, and proposed expenditures should be approved as part of the budgetary process.

### 3. Communications

#### 3.1. Communications strategy

The Council may develop its own communication strategy.

#### 3.2. Annual Report

An Annual Report to the Yukon government on the Council's activities shall be prepared in accordance with the requirements of the *Health Act* and in that regard shall be provided by June 30 of the year following the year being reported. The Annual Report must be approved by the Council prior to release.

#### 3.3. Public Meetings

The Council may convene public meetings as required. Special meetings with interest groups may also be convened by the council or its committees to facilitate the exchange of information and communication between the Council and other groups.

#### 3.4. Media Communications

Media communications and spokespersons for the Council on a particular issue shall be identified by the Council. The Chair shall be the spokesperson where a spokesperson has not been identified for the issue.

#### 3.5. Correspondence

The Chair and Secretariat shall provide appointed Council members with copies of reference materials and substantive correspondence by electronic or other suitable means in a timely manner.

All correspondence received or issued by the Council, for the period from the previous meeting to the next meeting, shall be brought as a reading file to the next meeting for members review.

All correspondence from the Council shall be issued under the Chair's signature.