

**Manitoulin-Sudbury District Services Board  
POLICY & PROCEDURES MANUAL**

Section: B. General Administration	Effective Date: July 1, 2010
Topic: 2. Governance	Replaces:
Subject: 2.03.D Committee Meetings Evaluation Tool	
Policy No. B.2.03.D	Page 1 of 2

**POLICY**

**Board Committee Meetings Evaluation Tool**

<b>Evaluation Criteria</b>	<b>Yes Criteria met</b>	<b>No Criteria not met</b>	<b>Notes If you ticked the NO column please provide details.</b>
Were meetings scheduled in order to reduce travel costs?			
Were conference calls used when appropriate?			
Did the meeting begin within 5 minutes of the agenda start time?			
In exceptional situations, did the Committee Chair seek approval to delay the start time?			
Was there adequate time to deal with the items on the agenda?			
Were the agenda items distributed in advance of the meeting to Board members by the agreed lead time?			
If items were introduced at the meeting did Committee members have adequate time to read the material before being asked to make decisions?			
Did the Chair ensure that the discussions remained on topic?			

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<b>Evaluation Criteria</b>	<b>Yes Criteria met</b>	<b>No Criteria not met</b>	<b>Notes If you ticked the NO column please provide details.</b>
Were efforts made by the Chair to ensure all Committee members had an opportunity to speak on issues which concerned them?			
Did the Committee Chair ensure that the Boards Meeting rules were followed during the course of the meeting?			
Did Committee members read the material in advance of the meeting to ensure unnecessary questions were not asked?			
Did Committee members remain on topic during the discussions?			
Did all Committee members try to make a positive contribution to the discussion?			
Where staff members of the Committee used effectively?			