

- 2.4 The Chair may call a special meeting upon the written request of no fewer than a majority of the Members of the Board

3.0 Other

- 3.1 Board members who require information, are required to submit their request in writing to the attention of the Chair two weeks prior to an upcoming Board meeting.
- 3.2 Board members who wish to have a report compiled by Senior Administration, are required to put the request in the form of a motion where a trustee can second the request and majority support of trustees is recorded. *Notice along with supporting materials shall be forwarded to the Director/Chair a minimum of two weeks in advance of a board meeting whenever possible prior the next scheduled board meeting."*