



## **Hamilton Police Service Board Standard Operating Procedure**

### **Managing Board Correspondence with Expiry Dates Set Prior to the Next Regularly Scheduled Meeting of the Board (SOP 25-001)**

#### **Purpose**

To ensure Board members are advised of information for their consideration prior to an expiry date occurring.

#### **Owner**

Executive Director (E.D.)

#### **Procedure**

1. The E.D. receives information to be placed on an upcoming Board agenda that contains an expiry date occurring before the next meeting is set to take place.
2. The E.D. forwards this information to all Board members noting the upcoming expiry date.
3. If the information requires Board action, the E.D. will inform the members and also coordinate responses if required.
4. The E.D. places the item on the next regularly scheduled meeting of the Board for information, with a note that this item has already been circulated to members, including the date it was circulated.

Approved at the Board's May 29, 2025 meeting.