



Board Of Directors Meeting Process and Deadlines

Meeting Schedule for 2016-17 Season

September 21, 2016
October 17, 2016
November 21, 2016
December 19, 2016

January 23, 2017
February 13, 2017
March 20, 2017
April 17, 2017
May 15, 2017

Meeting Artifacts and Actions

1. Agenda items are due to the Registrar/Secretary by midnight the seven days prior to the meeting.
 - a. If an association member wishes to submit an item for the agenda, it must be sponsored and submitted by a sitting Board Member.
 - b. The Registrar/Secretary will be responsible for carrying over agenda items from the previous meeting.
 - c. Agenda items may be added to the meeting after this deadline with a majority vote by the Board of Directors, as outlined in the Meeting Rules of Order.
2. The Registrar/Secretary will provide the completed agenda to the Director of Communications for publication to the association website and for notification of members via social media by 5:00pm the three days prior to the meeting.
3. The agenda will be published by no later than midnight three days prior to the meeting by the Director of Communications.
4. Association members who wish to speak at the meeting on any topic that is on the posted agenda must submit a request to speak via e-mail the Registrar/Secretary no later than 24 hours prior to the meeting.



- a. The request to speak will only be granted to current registered members of the association.
 - b. The request to speak must include the topic upon which the member wishes to speak.
5. Upon completion of the meeting the Registrar/Secretary will submit the meeting minutes to the Board of Directors via electronic mail for vote of approval. Vote will be take seven days following the meeting.
- a. Any member of the Board who does not respond by the deadline will be considered a vote of approval.
 - b. A majority vote of the Board is required to approve the minutes.
 - c. If a member of the Board vote "No" to the approval of the minutes, but the minutes are approved, that member can request a note be added to the minutes with their vote recorded and reason why.
6. Upon approval of the minutes the Registrar/Secretary will provide the meeting minutes to the Communications Coordinator for publication to the website.
7. The meeting minutes will be published to the website no later than midnight the 30th of he month or he last day of the month, whichever comes first.

Meeting Deadlines for 2016-17 Season

Meeting Date	Agenda Deadline	Agenda Published	Request to Speak	Minutes Approved	Minutes Published
September 21, 2016	9/14/16	9/18/16	9/20/16	9/28/16	9/30/16
October 17, 2016	10/10/16	10/14/16	10/18/16	10/24/16	10/30/16
November 21, 2016	11/14/16	11/18/16	11/20/16	11/28/16	11/30/16
December 19, 2016	12/12/16	12/16/16	12/18/16	12/26/16	12/30/16
January 12, 2015 23	1/16/17	1/20/17	1/22/17	1/30/17	1/30/17
February 9, 2015 13	2/6/17	2/10/17	2/12/17	2/20/17	2/28/17
March 20, 2017	3/13/17	3/17/17	3/19/17	3/27/17	3/30/17
April 13, 2015 17	4/10/17	4/14/17	4/16/17	4/24/17	4/30/17
May 15, 2017	5/8/17	5/12/17	5/14/17	5/22/17	5/30/17

