



CHAPTER 4 - MEETINGS

I. Types of Meetings

A. Annual Youth Representative Meeting

1. Location – the Board of Directors shall select the location with consideration given to space requirements, parking and location.
2. Notice – Notice of the Annual Meeting shall be sent to the Board, Association Managers and Presidents. Notice shall also be posted on the Associations Web Site.
3. Time – The Annual Meeting shall be held on a date and time determined by the Board. Consideration should be given to maximize attendance.

B. Board Meetings

1. Location – All Board Meetings shall be conducted at a location approved by the board with consideration given to maximize attendance and minimize travel for all.
2. Notice - Notice of Board Meeting shall be sent to the Board 15 days prior to the meeting date. Notice shall also be posted on the Associations Web Site.
3. Time – There shall be one other regular board meeting conducted on a date and time determined by the Board.

C. Special Meetings

1. A special meeting is conducted when an important matter of business needs to be addressed, and cannot wait until the next board or membership meeting. A special board meeting can be held if requested by a board member and if a majority of the board approves. A special youth representative meeting may be called by the president or upon written request of three board members. Only the items listed on the notice for a special meeting can be discussed.

D. Committee Meetings

1. All committees should meet separately to discuss and take action on their specific responsibilities. Committees should be formed for ongoing tasks such as conducting the association audit, nominating, and running the association tournament. Some committees are formed for specific projects and are then dissolved. See Chapter 6 for Committees purpose and function.

II. Miscellaneous:

A. Recording of the minutes

1. The Association Manager or a person appointed by the President shall keep the minutes of all meetings of the Association except Committee Meetings. The chairperson of the committee shall be responsible for the reporting and keeping of Committee Meeting Minutes.

B. Agenda

1. Roberts Rules of Order/Newly Revised shall govern the proceedings of all meetings.
2. Each Meeting should have an Agenda of the points that are to be discussed at the meetings. This Agenda shall be distributed to the participants prior to the meeting. The President of the Association in conjunction with the Association Manager shall develop the detailed Agenda for each meeting. A suggested format follows:
 - a. Call to Order
 - b. Roll Call
 - c. Reading/Approval of Minutes from the last meeting.
 - d. Reports of Officers and Association Manager
 - e. Reports of Committees



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- f. Elections (if Required)
- g. Unfinished Business
- h. New Business
- i. Announcements
- j. Adjournment