

SMRCA Board of Directors
Policies and Procedures Manual

SMRCA Monthly Meeting Policies and Procedures

Section 1: SMRCA Monthly Meetings:

- 1) Monthly Board and General Membership meeting schedules and locations will be determined by majority vote of the Board of Directors within the membership notification guidelines outlined in the By Laws, Page 3, Article IV, Section 1.
- 2) All general Members are welcome to attend Board of Directors (BOD) meetings to listen quietly. In addition, if any member wishes to raise a particular issue for discussion, then he/she must first send that agenda item to the Secretary for approval by the President before the Board meeting. Then he/she will be notified that the item will or will not be placed on the agenda for that meeting. A time-limited period will be allotted to that member to speak. The member will not be permitted to raise motions or vote at a BOD meeting.
- 3) All members, including the BOD, must sign in before all meetings, and voting privileges must be verified. The Secretary, or a delegated member of SMRCA, will be responsible for the sign-in process and assure that addresses, phone numbers and e-mail addresses are updated. Only paid members are eligible to vote or make motions on issues during meetings.
- 4) The “Annual Meeting” shall be considered the General Membership Meeting (GMM) in the month of November when elections are held and the Annual Reports are presented. If the date for this meeting falls during Thanksgiving week, then the November General Meeting shall be held on the Tuesday of the week before Thanksgiving, unless otherwise determined by the Board of Directors. There will be no general meeting or board meeting in the month of December. Since the current BOD’s term concludes immediately prior to the commencement of the first board meeting of the following fiscal year (i.e., the second Wednesday of January), the current BOD will continue its role until then.
- 5) Instead of a board meeting in December, there will be a “transition meeting” with attendance by all the current board members and all the newly elected board members. This meeting is required for smooth orientation. Committee meetings may be held in the month of December if desired by the chair of that particular committee, but are not required.