

MEETINGS OF MEMBERS

I. OBJECTIVE

The board recognizes the need to provide for the timing, format and procedures for calling, scheduling and conducting meetings of GVEA's members.

II. POLICY

- A. Meetings of GVEA's members will be called, scheduled, held and conducted in accordance with *Robert's Rules of Order Newly Revised, 10th ed.*
- B. The board will review and accept the minutes of annual and special meetings, as prepared by the Recording Secretary designated by the Board of Directors, at a regular board meeting so that they may be included in proper order in the official minute's book. After the board's acceptance, the minutes will be posted on GVEA's website and be available to members upon request. The minutes will be scheduled for approval at the next meeting of the members.
- C. Member comments of three minutes or less will be taken from members physically present.
- D. Questions may be responded to directly at the meeting by the CEO, or referred to staff or the board for further consideration. Responses made at the meeting should be kept succinct.
- E. Members serving as Sergeant at Arms should refrain from speaking in favor or in opposition to a motion on the floor as it may be viewed as a conflict of interest should they be called upon to count members' votes. Sergeant at Arms desiring to speak on a motion will resign their position prior to speaking.

III. RESPONSIBILITY

The Chair of the Board, or a director designated by the Chair, will be responsible for scheduling and conducting meetings of GVEA's members.

ADOPTED: April 15, 1987

AMENDED: November 20, 2017