<u>**Board of Directors and Committee Meetings**</u> <u>**I-10**</u>

A. <u>Board of Directors Meetings</u>

1. In the International Office* on the earliest possible date in the first quarter of the administrative year.
2. In the International Office* during the second quarter of the administrative year.
3. Preceding or following the International Convention in the convention city.
4. In the event a vote by the board of directors cannot wait until the next regularly scheduled meeting, the following procedure will be followed:
   a. Rationale and motion will be faxed and/or electronically communicated to the board. Given the emergency nature of the faxed and/or electronically communicated motion, the requirement of a second will be waived (Roberts' Rules, page 35).
   b. Board members will have four days to fax and/or electronically reply to the executive director's office any comments or concerns about the motion. (Time frame may differ according to the issue at hand.)
   c. The Executive Assistant will compile all comments and concerns and fax and/or electronically communicate to the board within 48 hours.
   d. The vote will be taken by fax and/or electronic ballot fours days after all comments and concerns are faxed to the board. The board will have four days to fax and/or electronically communicate in his/her vote. (Time frame may differ according to the issue at hand.)
   e. Results of the fax and/or electronic ballot will be faxed and/or electronically communicated to all board members within 48 hours of the vote.
   f. Any action taken at a special meeting of the board shall be approved and ratified at the next regularly scheduled meeting.

B. <u>Committee Meetings</u>

Meetings of operating, administrative and special committees shall be held in the International Office* unless otherwise approved by the President who shall determine the number and frequency of such meetings according to administrative needs. Convention business committees shall meet prior to or during the International Convention except that the Candidate Qualifications Committee may hold such meetings as may be necessary in the International Office*. Committees required to submit reports at a meeting of the Board of Directors shall meet at least three weeks prior to such meeting to provide time for the preparation, duplication and mailing of written reports to the Board of Directors two weeks in advance of such meeting. The chairman of any committee required to report, or his designated representative, shall, with a written invitation from the President, appear for personal presentation of his committee's written report. It is recommended that committee meetings not be held on Sunday. Committee members travel arrangements may not be arranged without prior authorization of the president, or on his behalf, the secretary-treasurer.

C. Vice Presidents' Council

The Vice President's Council shall meet at each International Convention as a Vice Presidents' Council with the Board of Directors and minutes shall be taken and forwarded to the Vice President Council and Board of Directors.

*"International Office" interpreted by Board of Directors in March 1991, to mean in the "city of the International Office."

(Jun 1960; Dec 1964; Jun 1967; Oct 1969; Oct 1972; Feb 1974; Feb 1975; Jun 1997; Mar 1998; Mar 1999; Mar 2004)