



PNAVA Policies and Procedures

Agenda Policy

Policy Number: 1.8 Reviewed: 10/2021 Revised: 10/2021 EB Reviewed & Approved: 01/2022 Original Date: 10/1995
--

PURPOSE

To have a concise and consistent order of an agenda for each monthly meeting.

POLICY

1. The president is responsible for preparing an agenda.
2. Copies of the agenda are to be distributed prior to the meeting
3. Any issues to be included in the agenda shall be submitted to the president prior to the meeting.
4. The agenda must be carried out as planned and at the discretion of the presiding officer.
5. The Order of Robert's Rule should be utilized in conducting a meeting.

PROCEDURE

- A. The president is responsible for preparing and distributing an agenda for executive board meetings general assembly meetings and special meeting.
- B. The president shall ask input for agenda item two weeks before the meeting.
- C. The chairman of the committee shall seek input from each committee member for inclusion to the agenda.
- D. Any additional agenda item on the day of the meeting shall be discussed with the president or committee chairs to determine the urgency of the topic or if it could be added if time permitting.
- E. Order of the agenda
 1. Establish a quorum (Article VII section)
 2. Meeting is called to order promptly
 3. Invocation to be led by a member.
 4. Review and approval of minutes of previous meeting.



PNAVA Policies and Procedures

5. Review and approval of the consent agenda
6. Correspondence and announcements
7. Treasurer's report
8. Committee reports.
9. Old business and follow-up
10. PNAA update
11. New business
12. Adjournment and announcement of next meeting

REFERENCE (S)

ATTACHMENT(S)

1. Revision History



PNAVA Policies and Procedures

Attachment 1: Revision History

Original author: Bellie Guerrero
President: Venus Tomaneng (1995)
President: Hilo Laxa (2017)
Revised by: P&P committee 2017
Reviewed by: P & P Committee
Revision: 2021 P&P Committee
President: Catherine Paler 2020-2022