



## PNAVA Policies and Procedures

### General Meeting Policy

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| Policy Number: 2.3<br>Reviewed: 10/2021<br>Revised: 10/2021<br>EB Reviewed & Approved: 03/2022<br>Original Date: 10/1995 |
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#### PURPOSE

To provide guidelines to facilitate general meetings.

#### POLICY

- A. The General Assembly and Executive Board meetings are held in alternating months (CBL Article VII Section 1A).
- B. The quorum for a general meeting shall be the presence of 50% plus 1 of the members to include the officers in attendance (CBL Article VII Section 2A).
- C. The quorum for election is 50% plus 1 of the members present (CBL Article VII Section 2C).
- D. The President or his/her designee shall appoint a parliamentarian at every meeting (CBL Article VIIIA).

#### PROCEDURE

- A. Date of meetings shall be an item on the annual calendar of events published and distributed in January of each year.
- B. An agenda for the meeting shall be sent two weeks prior to the meeting.
- C. Meetings may be in the form of a face-to-face or virtual platform.
- D. The president shall schedule meetings accordingly and preside over the meeting.
- E. The Secretary shall provide meeting information to join the meeting and promote attendance.
- F. Members present are encouraged to participate in the discussion and deliberations during all meetings.
- G. Committee chairpersons shall present their committee reports.



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- H. Meetings shall begin on time and not to exceed two hours.
- I. Minutes of the meeting shall be emailed to the general members.

### REFERENCE (S)

Robert's Rules of Order Newly Revised in Brief (6th ed.)

Robert, H. M., & Robert, H. M. (2004). *Robert's rules of order, newly revised, in brief*. Cambridge, Mass: Da Capo Press.

### ATTACHMENT(S)

1. Revision History



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### Attachment 1: Revision History

Original Author: Venus Tomaneng  
President: 1995, Venus Tomaneng  
Reviewed: 2017, P&P Committee  
President: 2017, Hilo Laxa  
Reviewed: 10/2021 P&P Committee  
President: 2020-2022 Catherine Paler