

ADMINISTRATIVE PROCEDURE 301

PREPARATION AND APPROVAL OF AGENDAS

Background

To define the preparation and dissemination of agendas.

Guidelines and Procedures

1. The President and Executive Director review the past minutes of all recent meetings to ensure that all items have been completed.
2. The President will draft an agenda for all Executive, AGM, Supervisors' and Special meetings.
3. This agenda will be reviewed by Executive Director, Vice President and Treasurer. It is then sent to the whole executive in draft form. This is intended to ensure that any regular members can get items to the Executive agendas via their Zone Director.
4. The Executive Director will then prepare the agenda package and distribute it to the respective members.

Approved: January 2018
Review: January 2020