

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2004	APPROVAL LEVEL EB
	SUBJECT Executive Board Meetings	EFFECTIVE 05/2021	SUPERSEDES 5/12
	SPECIAL DISTRIBUTION		

POLICY

Meetings of the Executive Board may be called by the President, or by request of a majority of the voting members of that body. Special meetings of the Executive Board may be called by the President or by request of 80% of the voting members of the Executive Board.

PROCEDURE

1. Said meetings shall be convened not less than two days after the call is issued by the Secretary.
2. The Executive Board shall convene in a meeting no less than four (4) times during any fiscal year.
3. A meeting of the Executive Board can be a gathering in one location or where some or all members communicate through electronic means such as the Internet or by telephone. All participating members must have the opportunity for simultaneous aural communication. The notice for an electronic meeting will include adequate description of how to participate.
4. In addition to notifying the members of the Executive Board, the Secretary shall cause to be posted a notice of the meeting on a calendar on the FMCA website in an area open to all members. To assist members in observing the meeting, it shall be broadcast thru Zoom or a similar platform. Instructions on how to attend the meeting shall be posted with the notice. The notice shall include links to all committee reports and items scheduled for discussion.
5. Except as expressly provided otherwise in the Bylaws, any resolution or act by the Executive Board shall require an affirmative vote of at least 51% of the quorum present for adoption.
6. If both the President and the Senior Vice President are absent from a duly-convened meeting, or in the event of inability or refusal to preside, the members present shall elect an Area Vice President to preside and conduct proceedings.