

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>2004</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Executive Board Meetings</b>	EFFECTIVE <b>5/12</b>	SUPERSEDES <b>8/06</b>
	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. When situations demand immediate action or prompt resolution of an emergency, the Executive Board may convene and act by conference telephone, or by written balloting by mail when practical.
3. 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.
4. 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.