

## **UNWLA Policies and Procedures**

### **Part 1 Section 8: Branch Monthly Meetings**

#### **Branch Monthly Meetings**

##### **A. Purpose**

A general membership meeting of a Branch should be held once a month. At such a meeting, the Branch Board (president, vice president(s), secretary, treasurer, and committee chairs) report on Branch activities, present a schedule of future events, establish plans for Branch events, carry out the program of the meeting, and conduct election of delegates and alternates to the Regional Council Annual Meeting and UNWLA Convention, when appropriate. The Branch can also invite guest speakers to address various topics of interest to its members.

A Branch has the right to send one delegate for every 25 members or fraction thereof to the UNWLA National Convention which is held once every 3 years.

A Branch has the right to send one delegate for every 10 members or fraction thereof to the Regional Council Annual Meeting.

##### **B. Agenda of Monthly Branch Meeting**

The Branch President prepares a written agenda for each meeting, providing a copy to each member. The agenda should contain the following, tailored to the specific topics to be covered at the meeting:

- Call to Order
- Prayer
- Establishment of a quorum
- Approval of Agenda
- Reading and approval of the minutes from the previous monthly meeting. If minutes were sent out in advance of the meeting, then only approval is requested.
- Reports of the Branch officers, committee chairpersons
- Discussion of the reports and other topics, coming events, announcements (these should be specifically outlined)
- Miscellaneous
- Closing

Sample agenda can be found in Part 1, Section 10 Attachment C.

## **C. Meeting Minutes**

The Branch Secretary records the minutes of all meetings. Minutes should be written so that they are aligned with the specific agenda for a given meeting. Minutes should not be a verbatim recording of what every member said. Rather, it should consist of the topic under discussion and what was the outcome of each topic. If voting took place to approve specific motions, the vote for, against, and abstentions must be recorded.

Minutes should be sent out to all Branch members NO LATER than 1 week following the meeting.

Sample meeting minutes can be found in Part 1, Section 10, Attachment D.