

UNWLA Policies and Procedures

Part 3: National Board and Executive

Section 2: Monthly National Executive Committee Meeting

Purpose

The National Executive, consisting of the President, 1st, 2nd and 3rd Vice Presidents, Secretary, Treasurer, Financial Secretary and two Officers-at-large meet monthly (in person or via teleconference or videoconference) for the purpose of conducting the day-to-day business of the organization. The President prepares an Agenda for the meeting and determines the time, date, and location or method of the Monthly Meeting, notifying the members of the Executive Committee one month in advance. The agenda includes a report from the President and from each of the participants regarding the status of ongoing projects and any other issues that require immediate attention. After discussion, decisions are made by majority vote.

Agenda of National Executive Committee Monthly Meeting

- The National President calls the meeting to order and presides over it.
- UNWLA prayer is recited.
- A quorum is determined
- The agenda submitted by the President is approved.
- The minutes of the previous meeting are sent to members of the Executive Committee for their review in advance of the upcoming meeting, at which time they will be discussed and approved following submission of any corrections. The Executive must ensure that any projects/issues which had been voted on via e-mail (whether accepted or not) during the previous month are added to the minutes.
- The President discusses status of items/projects for Executive Committee member information, discussion and vote, if necessary
- Each member of the Executive provides a status update on items/ projects on which they are working and discusses any outstanding issues relating to her assignments.
- Future plans, including proposed projects, are presented, discussed and, if appropriate, approved.
- Additional UNWLA issues, if any, are discussed.
- Date, time, and location of the next monthly meeting is established.
- Closing prayer
- Closing