

## UNWLA Policies and Procedures

### Part 3: National Board and Executive

#### Section 1: National Board Annual Meeting

##### Purpose

The National Board, which consists of the National Executive Committee, the National Standing Chairs, all Regional Council Presidents and Audit Committee Chair, meets annually for the purpose of conducting UNWLA business. The National Executive Committee shall prepare an Agenda for the meeting and shall determine the time, date, and location of the Annual Meeting, notifying the National Board at least three months in advance. The agenda may include annual reports from each of the participants, discussion of future plans for the organization, and any other issues that require immediate attention.

The annual meeting shall follow [Roberts Rules of Order](#).

##### Agenda of National Board Annual Meeting

- The National President calls the meeting to order and presides over it
- A recording secretary is chosen
- UNWLA prayer is recited
- A quorum is established
- The “rules” for conducting the annual Board meeting are read in full and approved
- The Agenda submitted by National Executive Committee is approved
- The minutes of the previous annual meeting are reported and approved by a verification committee consisting of three persons (the verification committee reads the minutes in advance of the Annual Meeting and reports as to its accuracy)
- Reports are submitted by the National Committee Executives, Standing Committee chairs, Regional Council Presidents and Auditing Committee. Time-permitting, the reports can be read.
- Reports are discussed and questions are posed to Board members.
- Future plans including proposed projects are presented, discussed and, if appropriate, approved
- Additional UNWLA issues, if any, are discussed
- Next annual budget is presented by the Financial Secretary followed by questions and adoption of budget
- Other
- Closing prayer
- Closing

Rules for conducting the meeting can be found in Part 3, Section 5, A and B.