

UNWLA Policies and Procedures

Part 2: Regional Council

Section 3: Regional Council Annual Meeting

Purpose

A Regional Council (RC) Annual Meeting is attended by the RC Executive Committee, RC Standing Committee Chairs, all Branch Presidents of the region, and delegates from each branch (one delegate for every 10 members or fraction thereof). The RC Annual Meeting is held for the purpose of providing Branches with a report from the RC Executives and the RC Standing Committees as to the activities and projects which have been undertaken during the year. It provides Branch members with the opportunity to determine what has been successful and identify areas where RC efforts can be improved. It also provides an opportunity to lay out plans for future projects.

Every two years, the RC Annual Meeting includes an election of new RC Board members (RC Executives and RC Standing Committee Chairs) who serve a two-year term. Regional Council Board members may serve only two consecutive terms in the same position.

Regional Council Nominating Committee

In the year when an RC Annual Branch Meeting is to include the election of new officers, the Nominating Committee begins its work at least four months prior to the Annual Meeting. The Nominating Committee shall consist of all Branch Presidents from the Regional Council. The Nominating Committee shall elect its own chair, vice chair, and secretary from among its members by majority vote of the entire committee.

The Nominating Committee shall propose a slate of candidates for officers, standing committees, and auditing committee of the Regional Council to be elected at an Annual Meeting. The Nominating Committee must notify all members of the Regional Council of its proposed slate at least two weeks prior to the start of the Annual Meeting at which elections will take place.

The Nominating Committee shall present a list of candidates.

Any delegate present at the Annual Meeting may nominate a candidate or candidates from the floor different from those proposed by the Nominating Committee if:

- the proposed candidate is eligible for election to the position for which she is nominated, and
- the proposed candidate agrees to the nomination either in writing prior to the Annual Meeting or in person at the Annual Meeting.

Regional Auditing Committee

About two weeks prior to the Annual Meeting, the current Regional Auditing Committee reviews the books/ledgers/records of the Treasurer, Secretary, and Membership Chair and presents their report of findings at the Annual Meeting.

A review of the Treasurer's books should include:

- Treasurer's ledger showing all expenses and all income for the reporting year
- RC receipt book
- RC checkbook
- RC savings account
- RC statements
- Record of RC dues payments to Headquarters
- The audit should ensure that each expense is clearly entered into the ledger and that there is a receipt for each expense that was paid out. All income should be individually entered. For example, Branch dues should not be entered as a total of all Branch dues, but rather each Branch dues should be recorded as a separate line item in the ledger.

A review of the Secretary's books should ensure all minutes have been duly recorded and all decisions properly recorded. Each recorded meeting should also contain a list of attendees. The secretary's book should contain copies of all incoming and outgoing correspondence.

A review of the Membership Chair's books should include an up-to-date list of the names and contact information of all Branch Executive and Branch Standing Chairs in her Region along with the year in which each Branch was founded. She should have a current count of the total number of members in each Branch.

Regional Council Annual Meeting

The Annual Meeting of the Regional Council shall be held once a year. The Regional Council Board shall prepare an Agenda for the meeting and shall determine the time, date, and location of the Annual Meeting, notifying its membership at least two months in advance.

Notice to the National Executive Committee and Branches of the Regional Council Annual Meeting shall be given at least two months in advance of the date of the Annual Meeting. A member of the National Executive Board may attend.

The Annual Meeting of the Regional Council shall be called to order by the President who shall:

- verify the presence of a quorum (delegates representing the majority of the branches in the Regional Council constitute a quorum)
- submit the agenda for approval
- conduct the selection of the presiding officers of the meeting

Agenda of Regional Council Annual Meeting (sample)

- Call to Order
- Prayer
- Establishment of a quorum
- Approval of Agenda submitted by Regional Council Board
- Selection of presiding officers
- Reporting and approval of the minutes of the previous annual meeting by a verification committee. The verification committee reads the minutes in advance of the Annual Meeting and reports as to its accuracy.
- Reports of the Regional Council Board, standing committee chairs, and Auditing Committee
- Discussion of reports and questions to the Regional Council Board regarding the reports
- Nominating Committee Report (if election is scheduled that year)
- Election of members of the Regional Council Board and Auditing Committee (if election is scheduled that year)
- Address by Member of the National Executive Committee
- Adoption of budget
- Conferring honorary membership
- Other
- Closing

A sample Annual Meeting Agenda can be found in Part 2, Section 7, Attachment C.

Following the Annual RC Meeting, the secretary recording the meeting shall prepare the Annual Meeting Minutes and provide them to the Regional Council Secretary for her official records. If the RC Annual Meeting included election of new officers, the RC Secretary shall notify the UNWLA Headquarters office of the new slate of officers. A RC Election Results form can be found in Part 2, Section 4, Attachment A.

Regional Council Special Meeting

- Held whenever called by the Regional Council Board
- Upon written request of the majority of the Branches
- Upon written request of the Regional Council Executive Committee

If the Regional Council fails to call a Special Meeting within one month of receipt of a written request, as provided above, the Regional Council Auditing Committee shall call the meeting.

Agenda of Regional Council Special Meeting

- Call to Order
- Establishment of quorum
- Approval of agenda
- Reading and approval of the minutes from the previous Special Regional Council Meeting
- Reports of the Regional Council board, committee chairpersons
- Discussion of the reports, other topics, announcements
- Other
- Closing