

## **UNWLA Policies and Procedures**

### **Part 2 Section 4: Regional Council General Meetings**

#### **A. Purpose**

The Regional Council consists of the Regional Executive Committee (President, Vice President, Secretary, and Treasurer), the Regional Standing Chairs elected at a Regional Council Annual Meeting, and all Branch Presidents belonging to that Region.

The Regional Council serves as the liaison between the UNWLA National Board and the Branches in its Region. As such, its main function is to inform Branch Presidents of UNWLA National activities, periodically review the UNWLA Bylaws as well as UNWLA Position Descriptions and Policies and Procedures with Branch Presidents, and ensure that all Branch activities are in keeping with UNWLA National goals and objectives.

At a general meeting of the Regional Council, each Branch has the opportunity to report on its Branch activities. The Regional Council informs members of any new information from the National Board, presents a schedule of future events, establishes plans for Regional events, carries out the program of the meeting, and conducts elections of delegates and alternates to the UNWLA Convention. The Regional Council can also invite guest speakers to address various topics of interest to its members.

#### **B. Agenda of Regional Council General Meeting**

The RC 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 meeting. If minutes were sent out in advance of the meeting, then only approval is requested.
- Dissemination of any information from National Board
- Reports of Branch Presidents and RC Board
- Discussion of the reports and other topics, coming events, announcements (these should be specifically outlined)
- Miscellaneous
- Closing

Sample agenda can be found in Part 2, Section 7 Attachment B.

### **C. Meeting Minutes**

The RC 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 the outcome of each topic. If voting took place to approve specific motions, the votes for and against as well as abstentions must be recorded.

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

Sample meeting minutes can be found in Part 2, Section 7, Attachment D.