



Policy #: 1.300

Effective: October 2004

Revised: October 2004*

Meetings, Agendas and Ground Rules

Policy: It is the policy of Menomonie Youth Hockey Association (MYHA) to maintain efficient board meetings and related operations by following a set of guidelines for meetings and meeting preparation.

Procedure:

1. The Executive Committee shall consist of the officers of the corporation and may include the President, Vice President, Past President, Secretary and Treasurer.
2. The Executive Committee shall meet approximately one week prior to the scheduled board meetings to establish the agenda and timeline.
3. MYHA Board meetings shall be held the first Tuesday of each month at 7:00 p.m. with the exception of December through March meetings, which shall be held on the first Monday of the month at 7:00 p.m.
4. Whenever possible, MYHA Board meetings will be held off-site in an effort to minimize interruptions and promote meeting efficiency.
5. MYHA Secretary or designee shall publish the agenda at least 3-5 days prior to the meeting through an appropriate communication method, i.e.: electronic mail, posting at the rink, etc.
6. For meeting efficiency, ground rules shall be established and followed.
7. Executive Committee shall share in the responsibility of keeping meetings on track and enforcing the adherence to ground rules.
8. Each committee has a designated time limit for their committee report at each regular meeting of the Board of Directors. The order of these reports shall be rotated. Reports should be clear and concise. Written reports are preferred.
9. Committee chairs that wish to have more than 5-10 minutes on the agenda should contact a member of the Executive Committee before the agenda meeting (generally one week prior to the board meeting).
10. Board members requesting items on the agenda must submit the item and estimated time frame to a member of the Executive Committee greater than one week prior to the meeting.
11. Periodically throughout the year, special meetings of the board may be called.

*The most current version of this policy will be retained by the MYHA secretary and/or on the MYHA website at www.menomonie.com/myha

This policy is issued by the MYHA Executive Committee and approved by the Board of Directors.