

GOVERNANCE & OPERATIONS

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GOVERNANCE PROCEDURES
PREPARATION OF OFFICERS' REPORTS
FOR BOARD OF DIRECTORS' MEETINGS

Preparation of Officers' Reports for Board of Directors' Meetings

Officer's reports for Board of Directors' Meetings shall be prepared in the following manner:

- A. The Vice President for Legislation/Resolutions' reports will be prepared as follows: The legislative report will be written by the Governmental Relations Department. If the Vice President has any other information to report, it must be submitted to the Governmental Relations Department no later than the Monday preceding the Board meeting. This report will be due in the Executive Office no later than the Thursday afternoon preceding the Board meeting.

The Resolutions report will be prepared by the Executive Office or its designee. Any additional input by the Vice President must be submitted to the Executive Office no later than the Monday preceding the Board meeting. This report will be due in the Executive Office no later than the Thursday morning preceding the meeting.

- B. The Vice President for Finance's report is done by the Director of Finance and Operational Services along with input from the Vice President. This report will be due in the Executive Office no later than the Thursday morning preceding the meeting.

- C. The Vice President for County Activities' and Immediate Past President's reports must be submitted or called in to the Executive Assistant to the Executive Director no later than the Monday preceding the meeting.

These procedures and timelines are extremely important to ensure adequate time to prepare, duplicate and collate all reports into the Board distribution packets. All materials for the Board meetings must be packed and ready to go by 2 p.m. on the day of the meeting.

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