

GOVERNANCE PROCEDURES  
MEETING HOURS

Meeting Hours

All Board of Directors meetings will be adjourned no later than 11 p.m. except in the event of pressing business at which point, by a 2/3 majority vote of the quorum present, the meeting may be extended to one additional 1/2 hour session.

Authority: BD 6/75

Special Meetings

Special Meetings Called by the President

Upon determination of the need for a special meeting of the Board of Directors, the President shall direct the Executive Director to provide written notice by certified or registered mail, with return receipt requested, of the business to be considered at least 15 days in advance of said special meeting to all members and alternates.

In the event that written notice cannot be provided because of an emergency need for a special meeting, notification may be made by other means and written notification may be waived by any member, provided that such waiver shall be in writing, signed by the member and provided to the Executive Director on or before the date of the special meeting.

Special Meetings Called by the Members

Whenever at least onethird of the members of the Board of Directors determine there is a need for a special meeting, they may call such a meeting by providing a written request to do so to the Executive Director. The written request shall contain the signature of the member. If there is insufficient time to obtain and submit all signatures, a document signed by at least one member and naming the others desiring to call a special meeting will be submitted to the Executive Director. The Executive Director shall immediately begin to verify, by telephone or in person, that each person named in the document desires a special meeting and authorized the person who signed the document to use his/her name in calling the special meeting. When the Executive Director has verified that at least onethird of the members of the Board of Directors have called for a special meeting, he/she shall mail a notice of special meeting to all members, which shall include a list of those people calling the special meeting and naming the person who submitted the written list of names.

An alternate may act on behalf of the director in calling a special meeting only when there is a vacancy in the position; or the director was not available to act, after a good faith effort was made by the alternate to contact the director to no avail. A good faith effort shall include attempting to contact the director at various times over a period of at least 24 hours, and shall include telephoning the director at locations he/she is likely to be found.

It shall also include attempting to contact the director through the office of the Executive Director on a day when the Association offices are open for business. If an alternate fails to contact the director through such good faith

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effort, he/she may act to call a special meeting. However, a statement setting forth the effort made to contact the director, signed by the alternate must be in the possession of the Executive Director before that alternate may be counted toward the number needed to call a special meeting. A copy of the signed statement shall be immediately mailed to the director.

Special Meetings (continued)

Upon the Executive Director's receipt of a request for a special meeting from onethird of the members, he/she shall notify the President and provide written notice by certified or registered mail, with return receipt requested, of the business to be considered at least 15 days in advance of said special meeting to all members and alternates.

In the event that written notice cannot be provided because of an emergency need for a special meeting, notification may be made by other means and written notification may be waived by any member, provided that such waiver shall be in writing, signed by the member and provided to the Executive Director on or before the date of the special meeting.

Authority: BD 6/88

Technical Change: 7/92