

### 3.4 MEETING PROTOCOL

PRAMP shall implement the following procedures for board and committee meetings in order to ensure that committees are operated effectively and efficiently:

- **Agenda & Pre-Read:** The proposed agenda, along with any material that needs to be reviewed prior to the meeting, will be sent out to all participants five days ahead of the meeting. Each participant is required to review the material and may propose changes to the agenda if necessary.
- **Frequency:** The Board shall meet as often as may be required, but at least once every three (3) months. Meetings of the Board shall be called by ten (10) days notice in email to each Director or by three (3) days notice by telephone. A special meeting may be called on the instructions of any two (2) Directors provided they request to the Co-Chairs in writing to call such meeting, and state the business to be brought before the meeting. Meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.
- **Location & Timing:** The time and place for the meetings will be determined in advance and will be communicated to the board members at least five days prior to the meeting.
- **Active Participation:** Participants need to actively listen, as well as voice their viewpoints and represent the interest of their respective stakeholders. Members need to be committed to the overall objectives of the organization, not individual agendas.
- **Procedures:** Meeting decisions will be based on the CASA consensus model for decision-making (see Section 3.1). A motion can be made to put a matter “on the floor;” a proposed motion must be seconded.
- **Committees:** The committee chairs are responsible for communicating issues, concerns and accomplishments to the Board of Directors. The committee chairs will prepare and submit a report for distribution in the board meeting pre-read at least seven days prior to the board meeting.
- **Meeting Minutes & Reports:** All committee and board meeting minutes and reports are to be prepared and distributed in a timely manner to the pre-determined distribution list. Records shall be maintained by the Executive Director and shall be posted on the PRAMP website.
- **Guests:** Interested individuals and groups are welcome to attend meetings of the board and committees as observers. Any in-camera items will be identified as such in the agenda. In-camera discussions will be limited to board membership.

