

CVRAC Meeting Standard Operating Procedures

MEETINGS

- 1.** Special meetings of the Executive Board may be called by the Chair or by at least four (4) members of the Executive Board. Meetings of the Executive Board shall be open to all members of the CVRAC and shall be held in a location suitable to conducting the business of the CVRAC. The Board will meet monthly unless the board votes to not meet.

- 2.** Meetings of the Board of Directors shall be held at least four (4) times per year. CVRAC will meet the 3rd Tuesday of the month for which they are meeting. If approved by the Board, meetings may be held by acceptable means other than in-person attendance. Meetings of the Board of Directors shall be open to all members of the CVRAC. Meetings will follow Roberts Rules of Order.

- 3.** Special meetings of the Board of Directors may be called by the Chair or by at least six (6) members of the Board. Notice of special meetings of the Board shall be given to the members at least four (4) days in advance.

- 4.** All meeting of CVRAC including committee meetings may be held in person, by conference call, or other acceptable communication service if approved by the Executive Board.

Meeting attendance required for all meeting is 75% of the meeting members are required to attend.