



Date Revised: Oct. 22, 2003

Approved by BOD: Jan. 29, 2004

Ratified by Membership: Apr. 30, 2004

SECTION 1 All Meetings

All meetings shall be held in accordance with the Act and the bylaws.

SECTION 2 Resolutions Committee

- (1) The chairperson of the resolutions committee shall be elected by the Board from among the Board members.
- (2) The chairperson shall appoint two members at large from among the active membership of the Association to constitute the resolutions committee.
- (3) A call for resolutions, accompanied by a directive shall be sent to all members at the same time as the notice of the general meeting.
- (4) Resolutions shall be accepted up to twenty-four hours prior to the opening session of the general meeting.
- (5) It shall be the responsibility of the resolutions committee to place all of the resolutions on the agenda of the general meeting.

SECTION 3 General Meetings

- (1) Notice of general meetings shall be issued to each member of the association at least sixty days in advance of the meeting.
- (2) All records, including audited financial statements for the intervening two years, shall be open to the members at a general meeting.
- (3) The Secretary shall make available for the general meeting, a copy of the Act and the bylaws and a copy of the procedural rules of order approved by the Board.

SECTION 4 Special Meetings

- (1) Only business specified in the notice of the special meeting, or deemed appropriate by the executive committee, shall be transacted at the meeting.
- (2) Conduct of special meetings, except in accordance with subsection (1), shall be the same as that of general meetings.



SECTION 5 Parliamentary Authority

The proceedings of all meetings of the Association shall be governed by procedural rules of order approved by the Board, to the extent that the rules are not inconsistent with the Act and the bylaws.