

PAPRC Meeting Procedures.

Purpose:

The purpose of this document is to define the procedures the Prince Albert Pistol and Rifle Club will use to conduct it's meetings.

These procedures are those outlined by Robert's Rules. <http://www.robertsrules.org/>

Club Directors are encouraged to make themselves familiar with Roberts Rules at <http://www.robertsrules.org/rulesintro.htm> to help conduct meetings in a fair and efficient manner.

The general membership is encouraged to attend executive meetings but require permission from the Chair to speak at the meeting.

Meetings:

The Annual General Meeting shall be held once a year within the last 2 weeks of November and the first 2 weeks of December. As per the PAPRC Bylaws quorum shall be 20 club members.

Monthly Executive Meetings shall be held each month. There may occasionally be exceptions due to weather and if there no pressing business. As per the PAPRC Bylaws quorum shall be 8 executive members.

The Secretary-Treasurer shall email all Directors with notice of the monthly meeting at least 2 days prior. Directors are required to respond if able to attend or not. Meetings will be rescheduled to a later date if it is not possible to achieve a quorum.

Typical order of business for PAPRC meetings:

1. Call to order.
2. Roll call of members present.
3. Approval of the Agenda
4. Reading of minutes of last meeting.
5. Approval of minutes of last meeting.
6. Financial report.
7. Approval of financial report.
8. Correspondence
9. Old business.
10. New business
11. Special orders (important business previously designated for consideration at this meeting).
12. Venue reports.
13. Announcements (such as setting dates for meetings).
14. Adjournment.

Accepted by the PAPRC membership at the Dec 6, 2016 AGM.