



STCA STANDARD OPERATING PROCEDURES

Telephone Conference Meetings

STCA CONSTITUTION AND BYLAWS. Article II, Section 3: The quorum for a Board Meeting shall be a majority of the Board voting in person or by mail, FAX or other electronic means of communication or telephone conference call. Items voted upon by telephone conference call must be confirmed in writing by each Director within seven days.

Article II, Section 4: The Board of Directors may conduct its business by mail, FAX or other electronic means of communication or telephone conference call through the Recording Secretary provided it does not conflict with any other provision of these bylaws. Items voted upon by telephone conference call or electronic means of communication must be confirmed by the Recording Secretary in writing within seven days.

AKC Special Rules and Constraints – Citations - "You may hold board meetings by conference telephone call only if your bylaws specifically authorize you to do so. If they do, such meetings must be conducted in such a way that all members participating can hear each other at the same time, and special rules should be adopted to specify precisely how recognition is to be sought and the floor obtained during such meetings".

DUTIES OF CHAIRPERSON/MODERATOR:

Scheduling and Preparation

- Schedule date and time of the meeting after pre-determining availability of each Board member
- Set the Agenda, determine order of business
- Identify and assure distribution of support documents, reports or files needed, prior to the meeting
- Provide the notifying officer, the Corresponding Secretary, with the information listed above and request that notification be sent to each individual board member at least 14 days in advance of the meeting

Conduction of the Meeting

1. Starting the Call

- Log on early and be the first online
- Greet and acknowledge who is online for roll call
- Remind all of protocol of announcing name when taking a turn to speak
- Review and, if needed, adjust agenda
- Determine if any have individual time constraints and adjust agenda accordingly

2. The Meeting

- Call the meeting to order, have Recording Secretary conduct Roll Call
- Acknowledge members in turn who wish to have the floor
- Restate Motions to be voted on by voice vote
- Maintain order during discussion periods
- Call for adjournment

DUTIES OF RECORDING SECRETARY

1. The Recording Secretary will be responsible the Minutes of the Meeting and will electronically send the completed Minutes to all Board members within seven (7) days of the meeting.
2. The Minutes of the meeting will be approved by the Board either on-line or at the next in-person meeting of the Board and will be submitted for publication in the Bagpiper.

DUTIES OF BOARD MEMBERS

- Log onto the meeting at, or just before, the scheduled time
- Have all documents, reports, records needed, at hand
- Seek recognition from the chair before beginning to speak

- Identify yourself prior to speaking during discussions
- Indicate when and why you are leaving the meeting if before adjournment.

Approved by STCA Board October 7, 2010