

## I. BOARD MEETING RULES

- A. The Board will use the Democratic Rules of Order (see <https://www.democraticrules.com/>)
- B. Each July, the Board will set a calendar of regular meetings for the fiscal year, including time and location. This schedule shall be publicly posted and easy to access by all members of the Congregation
- C. Agenda item requests from any source must be given to the Vice-President (or other Board Officer if the Vice-president is absent) eight days prior to the relevant Board meeting in order to be considered. Emergent items of a time-sensitive nature or short announcements are exempted from this requirement at the discretion of the Vice-President
- D. Date, location and times of special meetings of the Board shall be published by the Board Secretary prior to such a meeting