

Procedure No. PR5

Process Period: 3 weeks

Board of Directors Meeting Documentation Timeline

Article IV, Section 5 of the MnSTAC Constitution provides that the agenda for the upcoming semi-annual meeting of the Board of Directors shall be disseminated to each Board member at least fifteen (15) days prior to the scheduled meeting. Thereby, agenda documentation should accompany the meeting notice and agenda or be separately received by Board members at least one week prior to the respective meeting. Such documentation can be disseminated electronically or by postal mail, dependant on the amount of materials. The agenda and agenda documentation for Board meetings should also be sent to all ex-officio staff and presumptive short-term selectees (October mtg.).

| | Task | Assignee | Deadline |
|----|---|-----------------------------------|---|
| 1. | Submit item for Board meeting agenda with accompanying documentation. | Board Members Ex-Officio Staff | 3 weeks prior to Board meeting |
| 2. | Disseminate Board meeting agenda. | Clerical Support (DNR) | 15 days prior to Board meeting |
| 3. | Disseminate Board meeting agenda documentation. | Clerical Support (DNR) | With meeting agenda or at least 1 week prior to Board meeting |

Each Board member should bring the agenda documentation that he/she has received to the Board meeting.

Procedure No. PR6

Process Period: 3 weeks

General Membership Meeting Documentation Timeline

Article VI, Section 1 of the MnSTAC Constitution provides that the agenda for the upcoming semi-annual meeting of the general membership shall be disseminated to the general membership at least fifteen (15) days prior to the scheduled meeting.

| | Task | Assignee | Deadline |
|----|--|--|-------------------------------------|
| 1. | Submit item for general membership meeting agenda with accompanying documentation, if any. | Board of Directors General Membership | 3 weeks prior to Board Meeting |
| 2. | Disseminate Membership meeting agenda and documentation. | Clerical Support (DNR) | 15 days prior to Membership Meeting |