

## Meeting Operating Procedure (DRAFT)

The objective of this document is to allow newly elected Executive Committee and Board of Directors (BOD) to make good use of the allocated time for the conference call meeting. We will encourage participation of all BODs in a decision making process. All lengthy discussion during the meeting will be discouraged so as to wrap it up in time through moderation and hashing out meeting agenda well ahead of the meeting. For this purpose we propose the following Meeting Operating Procedure:

1. An online version of the agenda (a document link) will be sent to all BODs at least 10 days prior to the meeting. A meeting calendar invite will also be sent. Five days' time frame will be given to add agenda and status update/report on each agenda. The main purpose of the status update/report document (a pre-minute) is to provide meeting participants a preview of what the discussion are and allow them discuss early rather than during the meeting time. Once discussions are made and resolutions are made on the agenda item, the document will later be converted into draft meeting minutes after the meeting.
2. The final version of agenda and status update/report will be available to all BODs five day prior to the meeting along with the reminder. If any member has comment or suggestion on any of the item, s/he should comment/revise the document. The person who is responsible for reporting on particular agenda item should address questions/comments before the meeting day by individually contacting the member who has question/comments for necessary discussion and address the concerns/comments on the report accordingly at least 24 hours prior to the meeting start time. (Note: Committee Chairs, Vice Chairs, Chapter Presidents and Vice Presidents are non-voting members of the BODs meeting).
3. The discussion/comments on the update/report and via email will be closed 24 hour prior to the meeting and another reminder of the meeting will be sent out.
4. The meeting request will be sent to all the BODs, Committee Chairs, Vice Chairs, Chapter Presidents and Vice Presidents. Since all the meeting invitees are allowed to comment on the update/report document, only one person from a committee chair and vice chair shall speak in the conference call, and only one person from chapter president and vice president shall speak at the meeting, unless it's necessary for the vice-chair/vice-president to speak on the committee's work progress. But, it must be within the allocated committee's speaking time.
5. The meeting will start on time and end on time. Each agenda item will be timed. If there is a chance of any potential lengthy discussion, General Secretary may terminate the further discussion on the agenda or postpone the discussion on the item until at the end of the meeting or ask them to discuss it outside the meeting time.
6. The meeting will be conducted as usual, i.e. we will go over each agenda item. Since each item would already have been shared, discussed, and updated, we assume there will be fewer things to discuss.

7. The shared draft meeting minutes will be worked on during the meeting and will be ready at the end of the meeting. An additional 24 hour time will be given for review and comments on the document.
8. The draft minutes of the meeting will be posted on the website within a week after the meeting.
9. Meeting minutes from the last meeting will be presented in the meeting for approval and the approved meeting minutes will be posted in the website within two days.