

LCMG Executive Board Monthly Meeting Timeline

Notify Board members and Committee Chairs of meeting – 3 days prior to Board meeting

- Time and place
- Remind Treasurer and Committee Chairs of reports due

Provide agenda for Board meeting at Board meeting

- Members present
- Minutes
 - Last Executive Board meeting (approval)
 - Last Membership meeting (review)
- Old Business
- Treasurer Report
- Committee Reports
- New Business
- Agenda for next membership meeting
- Actions for Membership meeting – motions to be voted on
- Announcements

Notice of Membership meeting @ 10 days prior {B-L: Art IX, Sec. 1 }

- Time and Place
- Actions to be taken at Membership meeting – motions to be voted on

Notice of Membership meeting – 5 days {P&P: 1.D.iv }

- Agenda
- Time and Place
- Required PDF files:
 - Minutes of last Executive Board meeting(s)
 - Minutes of last Membership Meeting
 - Treasurer Report
 - Actions to be taken at membership meeting – motions to be voted on

Membership meeting

- Members present (In person and online)
- Minutes
 - Last Membership meeting (approval)
- Old Business
- Treasurer Report
- Committee Reports
- New Business
- Actions for Membership meeting – motions to be voted on
- Announcements
- Adjournment