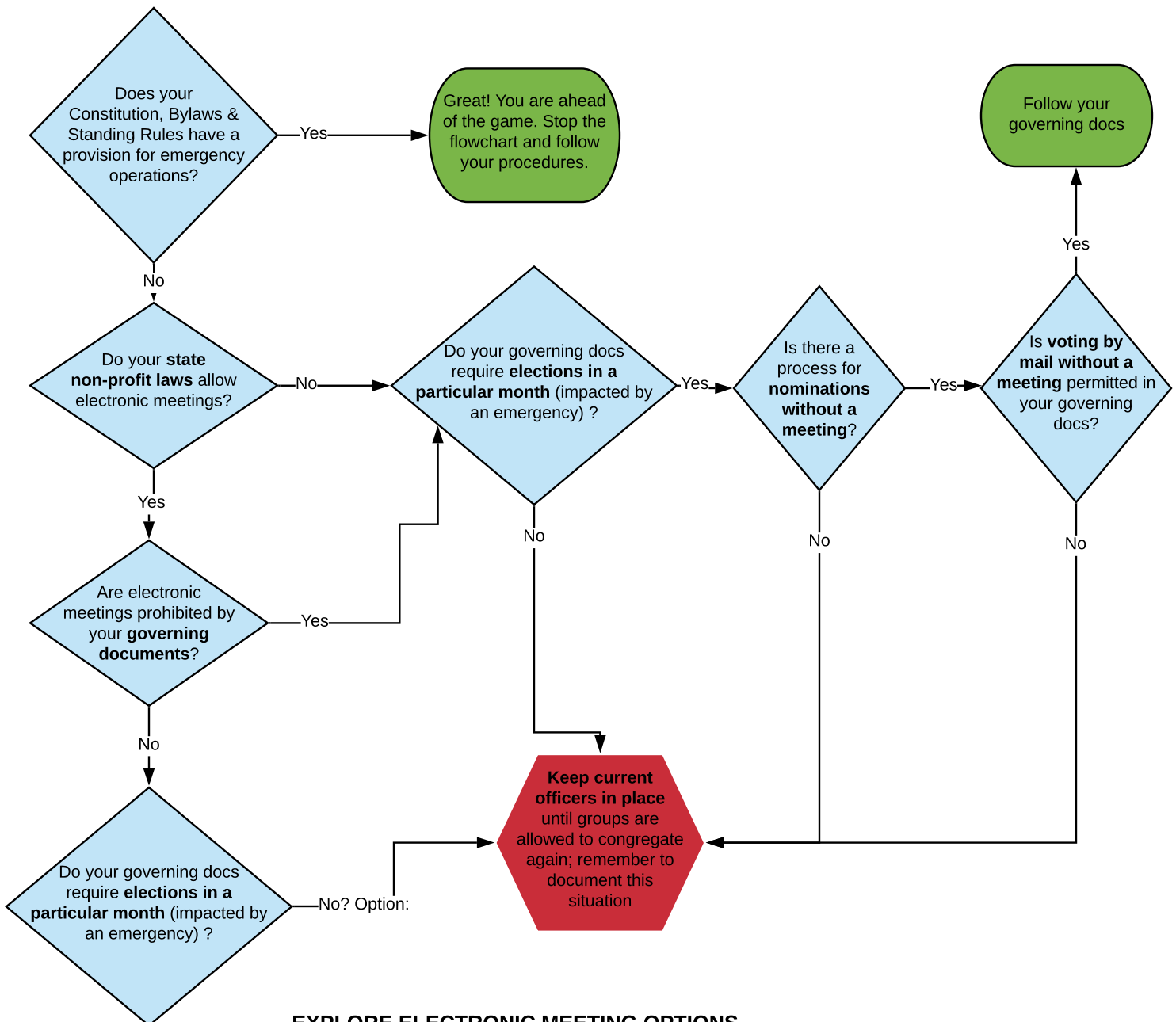


MEETINGS, ELECTIONS, AND EMERGENCIES



EXPLORE ELECTRONIC MEETING OPTIONS

- Give notice in accordance with constitution/bylaws
- Set up a couple of practice sessions
- Prepared an agenda: limit meeting to the most pressing business
- Distribute agenda & officer/committee reports in advance
- Do a roll call/check for quorum at start of meeting
- Pass standing rules first thing
- Be patient and courteous
- Record the meeting
- Send out the minutes as soon as possible after the meeting.