

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>2016</b>	APPROVAL LEVEL <b>GB</b>
	SUBJECT <b>Governing Board Special Meetings</b>	EFFECTIVE <b>7/08</b>	SUPERSEDES <b>7/03</b>
	SPECIAL DISTRIBUTION		

**POLICY**

The Governing Board may meet in Special Meetings as deemed appropriate.

**PROCEDURE**

1. Special Meetings of the Governing Board may be called by
  - A. The President;
  - B. A majority of the Executive Board; or
  - C. A ballot vote for a special meeting may be requested in writing by 10% of the members of the Governing Board. Such request shall clearly state the purpose(s) for said meeting. The meeting shall be immediately called if the majority of the Governing Board approves.
    - i. This request for a Special Meeting shall be mailed from the National Office, through the Secretary, to the members of the Governing Board with a return mail ballot within ten days of receipt of the written request in the National Office.
    - ii. To permit Governing Board members adequate time for study of the resolution, thirty days shall be allowed between the date of mailing the mail ballot and the final date by which mail ballots are to be returned. The final date upon which mail ballots are to be returned shall be stated in the notice. If the majority of those eligible to vote approve, the meeting shall be immediately called.
2. Special Meetings of the Governing Board shall be convened within thirty days after issuance of the call.
3. The purposes for the call of any Special Meeting shall be clearly set forth in the text of the notice, and only such business may be acted upon, except by majority consent of the members in attendance in person.

4. Reimbursement

Governing Board members attending a Special Meeting will be reimbursed in accordance with the Bylaws and FMCA Policies and Procedures #2031, Reimbursement of Travel Costs for Individuals Traveling on Official Business of FMCA.

5. Minutes

Minutes of the Special Meetings of the Governing Board shall be distributed in accordance with FMCA Policies and Procedures #2020, Minutes.