

	FMCA POLICIES AND PROCEDURES	INDEX NO. 3024	APPROVAL LEVEL GB
	SUBJECT Chapter Representation At Governing Board Meetings	EFFECTIVE 7/15	SUPERSEDES 8/12
	SPECIAL DISTRIBUTION President's Handbook		

POLICY

To prepare a roll call sheet of all Governing Board members for the annual Governing Board meeting derived from information recorded at the national office.

PROCEDURE

1. The national office will prepare a memo for each chapter secretary stating the name of the chapter's national director and alternate national director currently recorded at the national office. This memo will be mailed out at least six weeks prior to the date of a Governing Board meeting.
2. If a vacancy occurs in the office of national director, the alternate national director shall immediately assume this office, and this shall be reported, in writing, to the national office.
3. If an incumbent alternate national director cannot serve, the chapter is to promptly elect a member to fill the vacancy in the office of national director.
4. If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as a temporary delegate to represent the chapter for the next Governing Board meeting only.

If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's appointment of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

5. A chapter voting member of the Governing Board is entitled to represent only one chapter.
6. The chapter secretary is asked to notify, in writing, the National Secretary, in care of the national office of any election held that would result in a change. Changes to a chapter's voting delegate to a Governing Board meeting shall be received in the national office no later than 21 days prior to the Governing Board meeting (fax or e-mail acceptable).

If the notice is for a temporary delegate due to appointment by the chapter president, the notice to FMCA shall be received at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

7. Expense reimbursement will be received in accordance with FMCA Policies and Procedures #2010, Expense Reimbursement.
8. When a quorum cannot be established at a Governing Board meeting, the election of the nationally elected officers, the proposed budget, and other issues that require a Governing Board vote shall be completed by mail ballot within 60 days.