

MEETING PROTOCOL

WMBA meetings follow ROBERT'S RULES OF ORDER (latest edition). During these meetings the following guidelines shall be adhered to:

STANDARD PROTOCOL

1. **CHAIR:** The Chair of all meetings shall be the President of the Association. In the case of their absence, the 1st VP shall chair the meeting. If neither are present the board shall select a director present to chair the meeting.
2. **MINUTES:** All meetings shall have minutes taken and recorded. These minutes shall be recorded by the Secretary. In the case of their absence a director (or committee member) shall be selected to record minutes.
3. **QUORUM:** As per the corporation bylaws quorum shall be present at all meetings.

MEETING PROTOCOL

MEETINGS OF THE BOARD

The following agenda shall be adhered to at all regular meetings of the board of directors.

1. Call to order
2. Approval of Agenda
3. Approval of Minutes from previous meeting(s)
4. External Business Items (No Motions, Information/Discussion only)
 - a. Items involving outside attendees
 - i. Presentations
 - ii. Interviews
 - iii. Reports
5. Reports
 - a. Including but not limited to:
 - i. NDBA Report (VP-Rep)
 - ii. Interlock Report (Interlock Rep/VP-HL)
 - iii. Financial Report (Treasurer)
 - iv. President's Report (President)
 - b. As required reports may be added for:
 - i. Umpires Report (Umpire In Chief)
 - ii. Registration (Registrar)
 - iii. Tournaments (Tournament Convener)
6. Old Business
 - a. Review action items from previous meeting.
 - b. Cover any remaining business from previous meeting
7. New Business
 - a. External Business Items
 - b. New Agenda items
8. Round Table
9. Announcements
10. Adjournment

MEETING PROTOCOL

SPECIAL MEETINGS (including COMMITTEE MEETINGS)

The following agenda shall be adhered to at all special meetings and committee meetings.

1. Call to Order
2. Approval of Minutes from previous meeting(s)
3. External Business Items (No Motions, Information/Discussion only)
 - a. Items involving outside attendees
 - i. Presentations
 - ii. Interviews
 - iii. Reports
4. Reports
 - i. Specific to topic
5. Old Business
 - a. Review action items from previous meeting.
6. New Business
 - a. External Business Items
 - b. New Agenda items
7. Adjournment

MEETING PROTOCOL

MEETINGS OF THE MEMBERS

The following agenda shall be adhered to at all meetings of the members.

1. Call to order
2. Approval of Agenda
3. Approval of Minutes from the previous Members meeting
4. Secretary's Report
5. Treasurer's Report
6. President's Address
7. Reading of, and consideration of correspondence
8. Consideration of By-Laws/Policies
 - a. Amendments and Alterations
9. Presentation of awards
10. General Business
11. Expiration of board member roles
12. Elections
13. Incoming President's address
14. Adjournment

Adopted by WMBA members on: November 29, 2023