

PHILIPPINE NURSES ASSOCIATION OF METROPOLITAN DC

REFERENCE MANUAL

TITLE: GENERAL ASSEMBLY	POLICY
EFFECTIVE DATE:	PREPARED BY: P&P Committee
REVIEW DATE: REVISED DATE:	APPROVED BY:

I. PURPOSE:

The General Assembly meeting is held to provide annual report to members of the association on administrative, legislative and financial matters during the fiscal year. It also provides the members of the association the opportunity to vote and participate in the decision-making process affecting current or proposed projects to be considered by the Executive Officers and the Board of Directors.

II. POLICY

Annual members' meeting or General Assembly meeting shall be held on a month designated by the President at any time and place, in consideration of the organization's fiscal year cycle.

III. PROCEDURE

1. The President shall preside over the meeting.
2. The President-Elect shall preside in the absence of the President.
3. The members present shall appoint a presiding officer in the absence of both the President and President-Elect.
4. One fourth or 25, whichever is lesser, of the voting members shall constitute a quorum.
5. Written notice of meeting shall be given no less than 5 days or more than 30 days before the date of the meeting, including the place, date and hour of the meeting, and agenda.

6. Minutes of the meeting from previous General Assembly will be reviewed and approved by the Body.
7. A voting member may vote by proxy on any issues presented at the meeting. An official signed letter of voting by proxy must be submitted to the President prior to the meeting.
8. Any member who is current in paying any and all dues to the organization shall be entitled to vote on any issue.
9. The Recording Secretary, Assistant Recording Secretary or the person appointed by the President, shall record the minutes of the meeting.
10. The minutes of the meeting shall be archived and stored, together with other legal documents pertaining to the organization.