

PHILIPPINE NURSES ASSOCIATION OF METROPOLITAN DC, Inc.

POLICY AND PROCEDURE MANUAL

TITLE: Executive Officers Meeting	POLICY No:
EFFECTIVE DATE: September 1, 2020	PREPARED BY: Lourdes Careaga
REVIEW DATE: August 1, 2020 REVISED DATE:	APPROVED BY:

PURPOSE:

To provide a forum for open communication among PNAMDC's Executive Officers and Committee Chairs to facilitate organizational planning and decision-making at the executive level.

POLICY:

1. The Executive Officers will hold a one face to face meeting every year in addition to several regularly scheduled meetings on site or via teleconference to:
 - a) Address and discuss old unresolved business/issues and new business issues that need to be included on the meeting agenda.
 - b) Develop appropriate action plans to resolve issues.
2. The Robert Rules of Order, the parliamentary procedure will be followed in the conduct of the Executive Officer's meeting. A quorum must be present. The Executive meeting of officers' quorum must be 50% plus 1 of the current number of elected executive officers.
3. The elected President shall preside in conducting the Executive Officer's meeting. If the President is not present, the President-Elect shall preside. A presiding officer for the meeting may be appointed by the members/officers, if neither the President nor President-Elect is present.
4. The Recording Secretary records the meeting minutes.

PROCEDURE:

1. The regularly scheduled Executive officers' meeting will be held every 2nd Saturday of each month, as set on the annual PNAMDC Calendar of Events, or may be held at an alternative date/time and place/teleconference format with prior notification given to officers/members. The written notice of any meeting shall be given no less than five or more than thirty days before the date of the meeting.
 - a. The President and/or Corresponding Secretary will be responsible for the overall planning and scheduling of meetings/teleconferences.
 - b. The President and/or Corresponding Secretary will distribute/mail out agenda for discussion and the Zoom conference dial- in information (if remote) no later than 1 week prior to the meeting.
 - c. Executive Officers will come prepared to discuss, make decisions/recommendations on all items for discussion.
 - d. Minutes of meetings will be emailed to all Executive Board members within 7 days with signature of the Recording Secretary and President.

3. Requests to be added to the meeting agenda items from members, committee chairs, officers or any non-member may be submitted for consideration to the President and/or Corresponding Secretary no later than 2 weeks from a regularly scheduled Executive Board meeting.