



Cape Fear Pickleball Club (CFPC)

Policies & Procedures

G003 Board Meetings

Board meetings of the CFPC shall be held on the second Wednesday of each month, unless in some month there is compelling reason not to use that date; in this case, the meeting shall be held as soon after that date as is practical. The CFPC Board shall be responsible for making the determination that there is compelling reason to hold any Board meeting on a date other than the second Wednesday of the month.

Board meetings are held for the purpose of addressing the day-to-day activities of the CFPC. Board meetings are open to the general membership of the CFPC. Board meetings shall include:

- Reports of members of the Board highlighting the activities of their office;

- Discussion of upcoming activities;

- Time for general members to address the Board.

The President shall have discretion as to whether and to what extent comments from the general membership will be allowed while the Board's business is conducted during the meeting. But before adjournment of any Board meeting, the President shall allow for a period of input from the general membership. The President may close this period at any time that there are no more general members with items to discuss; but when the time period has exceeded fifteen minutes, the President shall have discretion to curtail further discussion.

Notice of the meeting shall be given to all CFPC members at least ten calendar days before the meeting. The notice shall include;

- The date, time, and location of the meeting;

- An agenda for the meeting.

The Secretary of the CFPC shall be responsible for making notice of the meeting available to the CFPC membership. Such notice shall be sent via email to each CFPC member. At the Secretary's discretion, that email may include all of the required information; or it may direct members to the CFPC website, on which all of the required information shall be posted. In addition, and also at her discretion, the Secretary may make the information available via hard-copy.

The President of the CFPC is responsible for developing the agenda for each Board meeting, and for making it available to the Secretary at least ten calendar days before the meeting. The President shall make the agenda available electronically by including it directly in an email to the Secretary, or by posting it to the CFPC website and notifying the Secretary that it is available there.