

Cape Fear Pickleball Club (CFPC)

Policies & Procedures G003 Board Meetings Rev 002 (adopted January 2023)

Board meetings of the CFPC shall be held on the second Wednesday of every other 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. Board meetings will be held via ZOOM or in person at the discretion of the Board. 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. Also, the CFPC Board may determine that a Board meeting is not necessary at all for any particular month. In any case in which the date of the meeting is changed, or the meeting is canceled entirely, notice shall be given to the CFPC membership as described below. 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. The Director of Communications shall post the yearly schedule of CFPC Board meetings on the club website. This shall include the expected date, time, and location of each meeting. The President of the CFPC is responsible for developing a proposed agenda for each Board meeting, and for making it available to the Director of Communications at least ten calendar days before the meeting. The Director of Communications shall post the proposed agenda for each meeting on the club website at least five days in advance of the meeting. All members of the club shall be informed of the meeting schedule and the posting of agendas when they join the club and when they re-enroll in subsequent years. The Director of Membership shall include this notice in the welcoming email that is sent to each new or re-enrolled member.