

Procedures for Requesting an Item to Be Dealt with by the Board

1. Items that can be included on the agenda of a CALA Board meeting include: (a) reports on significant events or activities, (b) discussion items which may or may not result in offers of main motion, (c) formal main motions, and (d) resolutions.
2. Between the board meetings at CALA Mid-Winter and Annual conferences, the originator of the item may request it to be dealt with by the board via email.
3. Items to be included on the agenda of a board meeting or via email conduct must be submitted to the Executive Director, with copy to the President, at least two weeks before the board meeting at which the item is intended to be dealt with.
4. Requests for item inclusion to the board meeting agenda may come from any eligible member of the board, or a committee chair to whose committee the item is related.