

Chapter Six

Meetings

The association must conduct at least one annual meeting per season and at least the minimum number of board meetings as required by state law.

Meetings are conducted in compliance with USBC Bylaws; *Robert's Rules of Order, Newly Revised* and state corporate law.

Types of Meetings

There are five basic types of association meetings: annual meeting, board meeting, special meeting, committee meeting and removal meetings. Below is a brief description of each.

Annual Meeting (Membership/Youth Representative/Delegate Meeting)

The association may want to consider holding the annual meeting in the same month every year. At this meeting, the state delegates/youth delegates or local members/youth representatives elect the officers, directors and/or delegates. In addition, the members will debate and vote on any proposed amendments to the association bylaws. Finally, the members will receive reports and may discuss projects, concerns, and other issues that they would like the board to address during the next year.

If an issue is raised that cannot be adequately addressed at the annual meeting, a special meeting may be called for that specific issue. At a special meeting, any additional information on that issue can be presented and the attendees can approve or disapprove the action.

Board Meeting

The board meets, at a minimum, as often as required by state law. The board oversees the operations of the association and acts on matters that the members have brought forward.

Special Meeting

A special meeting is conducted when an important matter of business needs to be addressed, and cannot wait until the next board or membership/delegate meeting. A special board meeting can be held if requested by a board member and if a majority of the board approves. A special membership/delegate meeting may be called by the president or upon written request of three board members or at least twenty-five members/delegates. Only the items listed on the notice for a special meeting can be discussed.

Committee Meeting

All committees should meet separately to discuss and take action on their specific responsibilities. Committees are formed for ongoing tasks such as conducting the association audit, selecting award recipients, and recruiting new members. Some committees are formed for specific projects and are then dissolved.

Removal Meeting

A removal from office is handled at a board meeting when a written complaint is filed asking for the removal of a board (Youth Committee) member. The process used can be found in the Suspension and Reinstatement section of the *USBC Association Policy Manual*.

Additional information may be found on the Association page of BOWL.com under Forms and Manuals:

- Committee Information
- Delegates
- Meeting Components
 - Ballots
 - Elections
 - Minutes, sample
 - Protests
 - Quorum
 - Reports
 - Tellers
 - Voting
- Meeting Efficiency
 - Ground Rules
 - Location
 - Notice
 - Purpose
 - Use of Parking Lots
- Meeting Roles
 - Presiding Officer
 - Association manager and more
 - Who Votes? (Easy to use chart for merged associations)
- Parliamentary Procedure
 - Meeting Actions
 - Motions