

LCMG Monthly Meeting Timeline

Active Member proposes action for membership vote {B-L: Art III, Sec 2} **20 days prior to Membership Meeting**

President notifies EBoard members and Committee Chairs of coming EB meeting **3 days prior to Executive Board Meeting**

- Time and place
 - Remind Treasurer and Committee Chairs of reports due {P&P: 2.A.i.a} {P&P: 1.E.iii}
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President provides agenda for Board meeting **At Executive Board Meeting**

- List of EBoard members participating {B-L: Art V, Sec 4}
 - Minutes
 - Last Executive Board meeting (review and approval)
 - Last Membership meeting (review)
 - Old Business
 - Treasurer Report
 - Committee Reports
 - New Business
 - Agenda for next membership meeting
 - Actions for Membership meeting – motions to be voted on
 - Announcements
-

President provides notice of membership meeting {B-L: Art IX, Sec 1} **10 Days Prior to Membership Meeting**

- Time and Place
 - Notice of Actions to be taken at Membership meeting – motions to be voted on
 - Review/ Approval of Minutes of previous Membership meeting
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President provides documents for membership meeting {P&P: 1.D.iv} **5 Days Prior to Membership Meeting**

- Agenda
 - Time and Place
 - Required PDF files:
 - Minutes of last Executive Board meeting(s)
 - Minutes of last Membership Meeting
 - Treasurer Report
 - Actions to be taken at membership meeting – motions to be voted on
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Membership meeting **At Membership Meeting**

- Members participating {B-L: Art IX, Sec 7}
- Minutes
 - Last Membership meeting (approval)
- Treasurer's Report
- Committee Reports

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- Old Business
- New Business
- Other actions for Membership meeting – motions to be voted on
- Announcements