



NHGFOA

NEW HAMPSHIRE GOVERNMENT FINANCE OFFICERS ASSOCIATION ADMINISTRATIVE POLICY

SUBJECT: EXECUTIVE COMMITTEE MEETING POLICY

- I. **STATEMENT** - This procedure covers the guidelines for conducting the NHGFOA Executive Committee meetings and attendance requirements for the meetings.

II. **DEFINITIONS**

Executive Committee – A Committee of the NHGFOA that includes its President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Immediate Past President and three Members at Large positions.

Quorum – A majority of committee members, as defined in the By-Laws of the NHGFOA.

Meeting – A gathering, in person or by telephone, of a quorum of Executive Committee members conducted in a public forum in accordance with RSA 91-A:2, for the purpose of conducting the business of the NHGFOA. Attendance of Executive Committee members at training and other NHGFOA-sponsored meetings or events shall not be considered a meeting for purposes of conducting the business of the NHGFOA.

III. **CONDUCT OF MEETINGS**

- A. At the beginning of the President's term, the President shall establish a general meeting schedule for the upcoming year. It shall be the responsibility of the President to prepare a notice of the time and place of each meeting (refer to Appendix A for example) and ensure it is posted in two public places, one of which may be the NHGFOA website, at least twenty-four hours prior to the meeting. The President shall also prepare the detailed agenda for each meeting, which shall be distributed to Executive Committee members, and other interested parties as determined by the President.
- B. Email communications between a quorum of Executive Committee members shall be conducted for discussion purposes as it pertains to NHGFOA business for which it is not logistically possible to wait for the next regular meeting. Any official votes taken via email by a quorum of Executive Committee members shall be ratified and noted in the minutes of the next regular meeting of the committee.

It is the intent of the NHGFOA to review this policy annually and update as necessary.

Revised April 5, 2012, Reviewed January 9, 2014.

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- C. The Secretary shall record minutes of each meeting to include at a minimum: names of members and others in attendance, a brief description of the subject matter discussed and final decisions. A draft of the minutes shall be available for public inspection within five business days after the meeting. Final minutes shall be approved at the next regular meeting and then subsequently posted on the NHGFOA website. Meeting minutes shall also contain a brief description of any meetings held by subcommittees of the NHGFOA, as these meetings are held on an as needed basis and no official decisions are made by these committees, without subsequent ratification by the Executive Committee.

IV. ATTENDANCE REQUIREMENTS

A. Meeting Attendance

Attendance at the Executive Committee meetings is crucial to the proper operation of this organization.

1. Every member shall make a conscious effort to attend all meetings.
2. A meeting schedule for the entire year is generally adopted at the first meeting after the annual meeting in May.

B. Non-attendance

1. It is understood that a member of the Executive Committee may not be able to attend a meeting from time to time. The Executive Committee member shall notify the President as soon as practical that they will not be able to attend the meeting.
2. Notification to the President by a member that they will not be able to attend a meeting will be considered an excused absence.
3. Non-notification to the President except for emergency purposes will be considered an unexcused absence.

C. Meeting Absences

After missing three consecutive meetings with unexcused absences, the Executive Committee shall take at least one of the following steps.

1. Offer the committee member an opportunity to start attending the meetings and participate in the operation of the organization.
2. Ask the committee member to resign from the committee.
3. Take a vote of the committee to remove the member from the Executive Committee.

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Revised April 5, 2012, Reviewed January 9, 2014.



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- V.** **COMMENTS** – The intent of the Executive Committee is to comply with the spirit and intent of RSA 91-A, *Access to Governmental Records and Meetings*, as well as maintain adequate attendance at meetings so that thoughtful discussions can occur and decisions can be reached by a well informed group that is active in the operation of the organization.

APPENDIX A

Meeting Notice

The Executive Committee of the NHGFOA shall hold a regular meeting on the first Thursday of each month, except for the month of May; meetings are held beginning at 9:00 am at the Local Government Center in Concord, NH.

The standard meeting agenda is as follows:

1. Call to Order
2. Secretaries Report
3. Treasurer's Report
4. Committee/Other Reports
5. New/Old Business
6. Executive Session
7. Adjournment, Next Meeting

Note: Meeting dates, times and locations are subject to change.

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