



Notification of Meetings

Board Members will be notified at least 30 days in advance of the meeting date. Board members are to be reminded of the scheduled meetings one week prior to the agreed upon date as set out by the board. An agenda shall be emailed or faxed two weeks prior to the meeting, to ensure all of the Board is informed of the pending issues at hand. A copy of the previous minutes will be sent out with the agenda in draft form.

SEC Administrative Assistant shall initiate the confirmation calls for attendance for the scheduled meeting and provide details to the Director/Principal.

Board Members who wish to add to the agenda, are encouraged to contact the Director/Principal with details, or may simply add the item at the call out for agenda additions. Note that time permitting, without prior adjustment to the agenda, the additions may be tabled for a later date.

Adoption Date: August 21/12	Revision Date: March 9, 2016
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