

The Eastern Maine USBC Association Administrative Manual

Order of Business

Procedure

Robert's Rules of Order Newly Revised shall govern the proceedings at all meetings of the Eastern Maine USBC Association and the Board of Directors when not inconsistent with USBC Rules and Bylaws.

Annual EMUSBC Meeting

- a. The order of business at all regular meetings of the association shall be as follows:
 1. Call to order
 2. Roll call of officers and directors
 3. Action on minutes
 4. Reports of the officers
 5. Acts of the Board of Directors
 6. Reports of Standing and Special Committees
 7. Unfinished business
 8. New business
 9. Election of Officers (Annual meeting only)
 10. Adjournment

Board of Directors Meetings

- b. The order of business at all regular meetings of the Board of Directors shall be as follows:
 1. Call to order
 2. Roll call of officers and directors
 3. Action on minutes
 4. Reports of the officers
 5. Reports of Standing and Special Committees
 6. Unfinished business
 7. New business
 8. Adjournment