General Membership Meeting Policy

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Purpose

General Membership Meetings of the River Ridge Band Association (RRBA) are held to conduct the official business of the organization, provide transparency to members, share updates on activities and finances, and allow members to participate in governance and organizational direction.

Meeting Frequency & Scheduling

- General Membership Meetings shall be held at regular intervals as determined by the Board of Directors (e.g., monthly, quarterly, or as needed).
- Meetings may be conducted in person, virtually, or in a hybrid format.
- The Board shall determine the date, time, and format of each meeting.

Notice of Meeting

Advance notice shall be provided to all members in good standing.

Notice should include:

- Date
- Time
- Location or virtual meeting link
- Proposed agenda

Timing:

- At least **five (5) days prior** to the meeting, unless otherwise specified in the bylaws

Delivery Methods:

- Email
- Official association website
- School communication platforms (as appropriate)
- Other standard RRBA communication channels

Quorum

- A quorum must be present to conduct official business.
- Quorum requirements shall be defined in the Association's bylaws.
- If quorum is not met, the meeting may proceed for informational purposes only, and no votes shall be taken.

Order of Business

Meetings shall generally follow this structure unless adjusted by the presiding officer:

1. Call to Order
2. Verification of Quorum
3. Approval of Previous Meeting Minutes
4. President's Report
5. Treasurer's Report
6. Committee or Program Reports
7. Old Business
8. New Business
9. Announcements
10. Adjournment

Business and Voting

- Members in good standing may participate in discussions and vote as permitted by the bylaws.
- Motions shall follow standard procedure:
    - Motion
    - Second
    - Discussion
    - Vote
- Voting methods may include voice vote, show of hands, ballot, or other approved method consistent with the bylaws.

Financial Reporting

- The Treasurer shall provide regular financial updates, which may include:
    - Income and expenditures
    - Account balances
    - Budget status
- Financial reports are typically **received and filed**, not voted upon, unless action is required.

Minutes and Recordkeeping

The Secretary shall record official minutes, including:

- Date and location
- Attendance or quorum confirmation
- Summary of reports
- Motions and vote results
- Key discussion points
- Time of adjournment

Approved minutes shall be maintained as part of the Association's permanent records.

Member Participation & Conduct

- Members may speak on agenda items when recognized by the presiding officer.
- The presiding officer may establish reasonable time limits to ensure orderly meetings.
- Discussion should remain respectful and focused on organizational matters.
- Personal grievances or individual disputes shall be directed to appropriate channels outside the meeting.

Special Topics (Optional Agenda Items)

General Membership Meetings may include:

- Program updates (band director or staff)
- Event planning (e.g., car show, fundraisers)
- Volunteer coordination
- Strategic planning discussions

Compliance

All meetings shall be conducted in accordance with:

- RRBA Bylaws
- Adopted policies and procedures
- Applicable nonprofit governance standards
- Relevant provisions of the Washington Nonprofit Corporation Act