



Hello All! I think we all share the same frustration of having so much we want to accomplish and having limited time together as a board, as well as limited time in general. I just wanted to remind everyone of the existing protocol for construction of our meeting agendas. I have added an additional step to allow for expanded discussion outside of the board meetings.

Protocol For Board Agenda

Board Meeting	<ul style="list-style-type: none">• All VP reports will be on the consent calendar unless board discussion or action is needed.• Section Directors will submit a single consolidated report.• Every board meeting, one to two sections directors will be asked to speak on a specific topics. Section directors can submit a Request for Inclusion on Agenda (RIA).
Between week 2-3	Final Agenda and all materials will be posted. <i>Items whose material are not posted in advance may not be included on the final agenda.</i>
3 weeks out	Due: <ul style="list-style-type: none">• All Board Director reports for consent calendar.• Materials for decision and discussion items.
Between week 3-4	Action: <p>Any item that will discussed by the board and requires an action, must have a Discussion Session (phone conference). The board member who has submitted the item, will make any changes that are agreed upon and highlight issues of disagreement and submit.</p> <i>Draft Agenda will be send out.</i>
4 weeks out	Due: <ul style="list-style-type: none">• Request for Inclusion on Agenda (RIA), Board Decision: Includes any issues that require a board action of decision. Submit: Description of item or a Report to Board• Request for Inclusion on Agenda (RIA), Board Discussion: Issues that a board member would like input on or thinks is an issue that needs board attention. Submit: Description of item and why you think it is important.
	Please make any plane reservations or other travel arrangements covered by APA CA as soon as possible.