

MGC Organizational Meetings Policies and Procedures

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Robert’s Rules of Order

1. Robert’s Rules of Order, Newly Revised, current edition, shall be the parliamentary authority for MGC unless they are inconsistent with the MGC, Inc. Articles of Incorporation, Bylaws or Standing Rules.
2. The Parliamentarian is responsible for facilitating the use of Robert’s Rules of Order during any and all MGC Board of Directors meetings and at the annual MGC Membership meeting. In the event that the Parliamentarian is not able to attend the meeting the 1st Vice President will serve as the parliamentarian for the meeting.
3. Standing and Ad Hoc Committees discussions need not be constrained by Robert’s Rules; however, if action or approval is required beyond the committee it must be in the form of a motion following Robert’s Rules.
4. Motions for the Executive Committee and the Board of Director’s Meetings should be written in advance before being made at the meeting with a copy provided to the Recording Secretary and the Presiding Officer. A form to facilitate this should be provided by the Parliamentarian.
5. The person presenting their motion should state their name before reading the motion. If the motion requires a second, then the Presiding Officer or the Parliamentarian should state the person’s name who is seconding the motion.

Board of Directors Meetings

1. The Board of Directors shall meet four times during the fiscal year at the call of the President. Typically, this includes a meeting at the Annual Conference, along with a meeting in the Fall, Winter and Spring.

2. The President may call additional meetings as needed.
3. The meeting format will include reports by Recording and Corresponding Secretaries and Treasurer. The President will determine the format of the remainder of the meeting for their term in accordance with Robert's Rules of Order.
4. Recording of attendance is required for the meeting and to verify quorum. A sign in sheet will be used and members will sign in before entering the meeting room.
5. In preparation for the meeting, materials will be posted on the MGC website—board member side or sent to board members in advance of the meeting. Board members are responsible for making their own copies and bringing them to the meeting.

Executive Committee Meeting

1. The Executive Committee may meet prior to each Board of Directors meetings and/or at the Call of the President. At the annual meeting a combined meeting of the Executive Committee and Board of Directors may occur as determined by the President.
2. The President may call additional meetings, as needed (e.g., joint meeting in first quarter of the calendar year with the Finance Committee to draft the new budget.).
3. If unable to attend, the Executive Committee member will notify the President.
4. Recording of attendance is required for the meeting and to verify quorum. Members of the Executive Committee must sign in prior to the beginning of the meeting.
5. In preparation for the meeting, materials, may be posted on the MGC Website board member side or emailed to Executive Committee members in advance of the meeting. Executive Committee members are responsible for making their own copies and bringing them to the meeting.
6. Actions recommended by the Executive Committee will be presented as a motion with supporting rationale, to the Board of Directors. A second is not required.
7. Actions required to be taken by the Executive Committee between Board of Directors meetings will be included in the Recording Secretary Report at the next Board meeting.

MGC Email Policy and Procedures

Policy Purpose: To enable business to be conducted by unanimous written consent via electronic voting by the MGC Board or the Executive Committee.

The MGC bylaws provide that the following committees may take action without an electronically transmitted ballot vote of the MGC Board of Directors or the Executive Committee.

Procedures:

1. The MGC President will direct the Recording Secretary to obtain written consent for taking action by sending correspondence to each member with approximately worded motion and rationale and send it to each member of the voting body by an electronic device, including a return receipt request.
2. An explanation of the circumstances, including why the matter cannot wait for the next meeting, should be included in the rationale along with the deadline for voting.
3. Discussion or debate will be conducted via email exchanges between the voting members and provided to all.
4. Votes on the motion are to be returned to the MGC Recording Secretary by the deadline. The President may vote on the motion with other committee members.
5. A non-response will be considered a lack of consent for the proposed action.
6. The Recording Secretary shall compile the vote as a roll call vote and will notify the President of the vote count as soon as possible after the deadline. The President then communicates the action to the voting body.
7. The Recording Secretary will prepare a report which includes the following:
 - a. Motion and Rationale
 - b. Names of those sent the motion
 - c. Date and time motion was sent and the voting timeframe including deadline
 - d. Number of votes needed for approval
 - i. Number of votes cast
 - ii. Number in favor
 - iii. Number opposed
 - iv. Date and time when President was notified
8. The Recording Secretary will maintain the roll call vote and make it available to any board member who requests it.
9. The Recording Secretary report will be included in the minutes of the next Board of Directors Meeting.

MGC Zoom Use Policy and Procedures

As a result of the Covid pandemic, MGC purchased Zoom accounts for each of the districts as well as three general accounts for use by other MGC Officers. The purpose of the accounts was to connect with the clubs through meetings, support a required annual business meeting, and provide educational programs including Member Meetings and refreshers.

1. The MGC licensed Zoom accounts are to be used to conduct MGC business

including board, district and committee meetings.

2. The District Directors shall make their district accounts available to their member clubs to hold club meetings.
3. The MGC officers who are not assigned an account shall use the account of the district that they reside in and schedule that usage through the District Director.
4. Users of MGC licensed Zoom accounts shall not record meetings without the appropriate approval and/or participants consent.
5. Zoom meetings are to be conducted in a professional manner using Zoom tools and protocol.
6. Users of MGC licensed Zoom accounts shall not engage in misconduct while using the account nor use the account for personal business or benefit.
7. Use of a licensed MGC Zoom account as a fundraising platform for either MGC Corporate or an MGC District must be approved in advance by the MGC Board of Directors.
8. Clubs may not use MGC licensed Zoom accounts as a fundraising platform for the club.

(Approved by the MGC Board of Directors, April 10, 2025)