

POLICY/PROCEDURE NUMBER:

**B – 2.1**

DATE: <b>May 21, 1992</b>	SUBJECT:
ISSUE: <b>Meetings</b>	<b>Reports for Board of Directors</b>
REVIEWED:   May 2021	PAGES: <b>1 of 1</b>

1. **Policy:**
  - 1.1 Unless otherwise instructed by the President, copies of all reports submitted for consideration at a Board of Directors meeting shall be provided to the members of the Board of Directors in sufficient time ahead of the meeting to permit study, consultation and impact analysis.
  
2. **Procedures:**
  - 2.1 Reports from members of the Executive and Chair of Committees and Chapters shall be sent by email to the CHES National Office in time to be received at least one (1) week before the date set for the Board of Directors meeting.
  
  - 2.2 Notice of items to be discussed during the Board meeting shall be sent by email to the CHES National Office in time to be received at least one (1) week before the date set for the Board of Directors meeting.
  
  - 2.3 The CHES President and Executive Director will make a list of the items for the agenda which will be discussed during the Board meeting.
  
  - 2.4 The CHES National Office will post copies of the reports and a list of agenda items for the Board meeting online for all members of the Board of Directors at least three (3) days before the date set for the Board of Directors meeting.
  
  - 2.5 The members of the Executive will take their copies of all reports, together with their comments, to the Board of Directors meeting or conference call.

Approved by: \_\_\_\_\_  
President

Date: \_\_\_\_\_