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| ESPANOLA MINOR HOCKEY ASSOCIATION | | |
| Subject: EMHA Executive Meetings | | |
| Revised: NEW | Last Reviewed: NEW | Approved: June 24, 2011 |

1. The EMHA will attempt to meet monthly or as necessary during the hockey season.
2. The meeting shall be run using the Robert's Rules of Order.
 - Call of Order
 - Approval of Agenda
 - Approval of Previous Minutes
 - Discussion of Agenda Items
 - Other Business
 - Adjournment
3. Quorum will be establish as 50% plus one of elected/appointed executive members.
4. Secretary will be responsible to forward agenda items and minutes. Agenda items shall be forward to the secretary 72 hours prior to the scheduled meeting.
5. Executive members shall be responsible to carry out action items in a timely manner and report back at the next executive meeting.