

GLC Agenda Setting Policy

Definition: The GLC Bylaws require the Board of Directors to exercise the corporate powers of the Glenhaven Lakes Club and to meet at least once per month (Article IV, sections 1, 4). These meetings are for the expressed purpose of conducting GLC business. In order for these meetings to be efficient and effective, each meeting shall have a written agenda. Whenever possible, the written agenda for GLC Board meetings and for any special Board meetings that may be called will be made available for Members on the GLC website and at the GLC administration office at least 48 hours prior to the meeting.

Purpose: The purpose of this policy is to formalize how and by whom the GLC Board meeting agenda is developed and finalized for the Board's monthly meetings.

Policy: Agenda items will be collected and the agenda constructed by the GLC General Manager (GM). Any Board member, committee chair or the GM may place an item on the agenda. Agenda items can be submitted verbally or in writing and must be submitted to the GM by 12:00 noon on the Wednesday prior to the monthly Board meeting. Members may request an item for the agenda by submitting a written request to the GM or the Board Secretary. A majority of the Board may formally add or remove an item from the agenda at a meeting under the heading "Changes/Additions to the Agenda". To promote transparency, additions to the agenda at a meeting should be an exception rather than the rule. GLC Board meeting agendas shall include the following headings:

- I. **Call to Order**
 - A. **Open Forum**
 - B. **Changes/Additions to the Order of Agenda**
 - C. **Accept the Order of Agenda**

- II. **Approval of Minutes**

- III. **General Reports**

- IV. **Correspondence**

- V. **Unfinished Business**

- VI. **New Business**

- VII. **Open Forum**

- VIII. **Executive Session**