

**Tucson Unit #356 of The  
American Contract Bridge League  
Board Policy #2  
Board Meetings**

1. **Conduct of Board Meetings.** Unit Board meetings are generally conducted using informal procedures however, at the request of any voting board member, the presiding officer shall conduct the meeting in accord with *Robert's Rules of Order Newly Revised* in the then current edition.
2. **Quorum.** A majority of Directors eligible to vote shall be present to constitute a quorum for the transaction of business at any regular or special Board Meeting.
3. **Absences.** A Director may apply to the President, in advance of any Board meeting, to be excused from attending a Board meeting. The President has discretion to excuse the absence and should normally state the reason for inclusion in the meeting minutes.
4. **Ex-Officio Members.** The immediate past President of the Board, and any Unit member serving on the Board of Directors of either D17 or the ACBL shall serve as *ex-officio* members of the Board without voting rights. *Ex-officio* board members shall receive notice of and minutes for each regular board meeting.
5. **I/N Representative.** One non-voting Board member shall be appointed annually by the President from members who have not yet achieved ACBL Life Master status.
6. **Club Representatives.** Each affiliated club may designate one Unit member in good standing to represent the club at Unit Board meetings. Club Representatives shall receive notice of and minutes for each regular Board Meeting and may present written recommendations or may request agenda time for oral presentation. However, Club Representatives shall not have voting rights at the Unit Board meetings.
7. **Attendees.** Members of the Unit, or other invited guests, may attend regular Board meetings but may not participate in board discussions unless invited by the chair to do so.
8. **Interim Action.** Any issue or problem which arises between meetings and requires timely solution prior to the next regularly scheduled meeting, may be handled at a special meeting called for the purpose. Alternatively, the President may formulate a solution, poll the Board members, and proceed with the solution when approved by a majority of the voting members of the Board. That solution shall be reviewed by the Board at its next meeting.

**Approved by the Unit board January 20, 2021**