

**STANDARD OPERATING PROCEDURE**  
CONDUCTING OFFICIAL BUSINESS MEETINGS  
BOARD OF DIRECTORS

**I. Purpose**

- A. The purpose of this policy is to establish standards and procedures for conducting official business meetings for the North Central Texas Trauma Regional Advisory Council (NCTTRAC).
- B. The procedure prescribed by this policy refers to Board of Directors (Board) Meetings, meetings of Standing Committees as defined in the NCTTRAC Bylaws, Zone meetings.
- C. The purpose, scope, and composition of the Board, Standing Committees, and ad hoc committees are outlined in the NCTTRAC Bylaws.

**II. Procedure**

- A. The time, date, and location of all scheduled business meetings will be communicated to the general membership not less than 10 days nor more than 60 days in advance.
- B. Meeting cancellations must be reported to NCTTRAC staff.
- C. All member agencies will receive notice of General Membership meetings. Meeting notices will be sent by electronic mail to the Primary Voting Representative of each member agency.
- D. All meetings will have a written agenda that is prepared by the Chair of the Committee and made available to all meeting attendees.
- E. All meetings will have an attendance sign-in sheet that is made available to all meeting attendees.
- F. General Membership, Board, Finance Committee, and Regional Emergency Preparedness Committee (REPC) Meetings will have formal minutes documented. Other Standing Committees may choose to prepare informal meeting notes in lieu of formal minutes to document business conducted during their meetings.
- G. All meeting agendas, attendance sign-in sheets, and minutes or meeting notes will be forwarded to NCTTRAC staff within 30 days after the meeting. It is the Committee Chair's responsibility to confirm that all documentation is forwarded to NCTTRAC staff.
- H. NCTTRAC staff will maintain the committee records in an organized and easily retrievable manner.
- I. Meeting agendas, sign-in sheets, and minutes will be made available upon written request to any NCTTRAC member with the exception of minutes of Board closed meetings or minutes of a Closed SPI Committee meeting.