

## Process for Adopting Policy



Motions to present policies for adoption by the Board for Woodworkers of Central New York, Inc. constitute the First Reading and discussion of the policy. The motion and proposed policy are then tabled until the next meeting of the Board. At the second meeting of the Board, the motion and policy are read a second time, discussed, and brought to a vote. Upon passage by a majority of a quorum of the Board, the policy is enforce for Woodworkers of Central New York, Inc.

By a similar process, amending or removing a policy must proceed through two readings at subsequent meetings of the Board and then brought to a vote. Upon passage by a majority of a quorum of Board, the policy is thereby amended or removed for Woodworkers of Central New York, Inc.

Motion and First reading: May 29, 2018

Second Reading: June 27, 2018

Approved on: June 27, 2018

## Process for Setting a Board Meeting Agenda



All discussion and action items requested to be put on the agenda for a meeting of the Board of Woodworkers of Central New York, Inc. must be submitted by Officers and Board members to the President and Vice-President at least three (3) days before the Board Meeting. All actions requiring a motion for Board approval must be submitted in draft form to the President and Vice-President at least three (3) days before the Board Meeting.

A draft agenda and copies of all submitted motions for a Board meeting will be emailed to all Board members 24 hours before the Board meeting by the Secretary of Woodworkers of Central New York, Inc., or in his or her absence, by the President or Vice-President.

Motion and First reading: May 29, 2018

Second Reading with Revision from May 29, 2018: June 27, 2018

Approved on: June 27, 2018