



## T-MAD PROCEDURE

**Title:** Monthly Board Meeting

**Revision:** A

**Page Number:** 1 of 3

### **Revision History**

| <b>Revision Letter</b> | <b>Description</b> | <b>Date</b> |
|------------------------|--------------------|-------------|
| A                      | Initial release.   | 23 June '04 |
|                        |                    |             |
|                        |                    |             |
|                        |                    |             |
|                        |                    |             |
|                        |                    |             |
|                        |                    |             |
|                        |                    |             |



## **T-MAD PROCEDURE**

**Title: Monthly Board Meeting**

**Revision: A**

**Page Number: 2 of 3**

### **1.0 PURPOSE**

This procedure outlines the process by which the monthly T-MAD board meetings will be held. It is intended to provide a smooth and orderly fashion to communicate and complete the meeting in the allotted time.

### **2.0 SCOPE**

This document covers only the monthly meeting of the T-MAD board.

### **3.0 ASSOCIATED DOCUMENTS**

N/A

### **4.0 DEFINITIONS**

N/A

### **5.0 PROCESS FLOW**

N/A

### **6.0 PROCEDURE**

- 6.1 The T-MAD board has a monthly meeting on the fourth Tuesday at 6:30 PM at Hoover High School, 4474 El Cajon Blvd.
  - 6.2 The meeting ends at 7:50 PM.
  - 6.3 The T-MAD Chairman, or the person acting in their place runs the meeting.
  - 6.4 Discussion items are organized and defined by the agenda (see Fig. 1). The agenda may vary to accommodate the issues being covered.
  - 6.5 The Chair and sub-committee reports section is to provide time for each group to update the board on recent activity. If a sub-committee has an issue that needs to be discussed and voted on, this item must be identified before the meeting and put on the agenda.
  - 6.6 Additional items are put on the agenda by informing the Chairman or Secretary at least four (4) days prior to the meeting.
  - 6.7 Non-agenda items may be brought up at the beginning of the meeting. Each item presented and resolved in 3 min. will be dealt with as they arise. Any issues
-



## **T-MAD PROCEDURE**

**Title: Monthly Board Meeting**

**Revision: A**

**Page Number: 3 of 3**

presented that require a longer time will be noted by the secretary and brought up at the end of the meeting until the allotted meeting time is over.

- 6.8 The secretary takes minutes of the meeting and makes them available to the public after the board at the following month's meeting approves them.

### **Agenda**

- I. Call to order.
- II. Introductions.
- III. Approval of Previous Meeting's Minutes.
- IV. Treasurer's Report
- V. Chair and Sub-Committee Reports.
- VI. Old Business and Action Items.
- VII. Non-Agenda Items.
  - A. Government
  - B. Public
  - C. Board
- VIII. Review New Action Items.
- IX. Adjournment.

Figure 1

