

Procedural Guidelines and Policies for the Dufferin Piecemakers Quilting Guild

Established October 2023

Objective #1 - Purpose

These guidelines have been developed in order to improve the efficiency of Executive meetings. An atmosphere of respect and positivity shall be required at all times.
(Constitution article 2 –objective #6)

Objective #2 - Committees

Committees are requested to send one representative to the meeting in order to reduce the demand on people's time and the number of people present.

If no committee representative is able to attend a meeting, the committee may send a written report prior to the meeting to the president and the secretary. The report will be read at the meeting, and will be included in the minutes.

Not all committees need to send a representative to meetings if there is no change in their activities from month to month and/or they have no up-dates to report.

Objective #3 - Meeting Minutes

Meeting minutes should be distributed approximately a week after the completion of the meeting.

Members are requested to review the minutes upon receipt to ensure any required recorded actions are taken before the next meeting.

Minutes will also be included with the upcoming meeting agenda.

Objective #4 - Use of Email

Contact lists for executive and committee members shall be used for Guild business only.

If a concern involves most of the executive and committees, contact the president to request an addition to the agenda for the upcoming meeting.

Please do not include the entire executive/committee mailing list in the discussion of a concern.

Objective #5 - Visual presence at Zoom meetings

Members are respectfully asked to use live facial video when attending Zoom meetings.

It is easier for the secretary to follow the speech flow if she can see the face of the person who is speaking. Members may block video as personally required, if not speaking.

Objective #6 - Decorum

Should a member become aggressive, overly critical and/or disrespectful during a meeting, the Zoom meeting coordinator may mute said member.