

Naples Interagency Council

Rules and Etiquette

Visiting Guest

Individuals may attend (1) one meeting prior to joining the organization. No member privileges are offered to Visiting Guests.

Membership Dues

Membership is from January 01 through December 31. Dues are payable by January 15th. Individuals joining after June 30th will be charged a reduced membership fee.

Meeting Notification

As a condition of membership, each member must be willing to accept email notification of meeting schedules and respond accordingly to such notification.

Reservations

Each member is expected to make an on-line reservation for attendance prior to each month's meeting. Reservations will close at 11:59pm on the Thursday before any given meeting.

Reservation requests made after this deadline must be made to the Reservations Committee Chairperson via email, which may be done through the Naples Interagency Council website (www.naplesinteragency.com) Requests will be honored providing seating is available.

Any member who arrives and is seated at a meeting, provided space permits, for which no reservation was made shall be charged a fee of \$15.

Cancellation/No Show Policy

Should a member discover that she/he is unable to attend a meeting for which a reservation has already been made, that member is responsible for emailing the Reservations Chairperson for cancellation of attendance (www.naplesinteragency.com). Cancellations must be received by the close of business on the Thursday preceding the meeting or the member will be charged a \$15 fee for late notification or failure to notify the organization of cancellation.

Monthly Meeting Dates

The meeting of the Board shall take place on the first Friday of each month. General membership meetings shall take place on the second Tuesday of each month. These dates are subject to change, in which case timely notification will be given.

Minutes of Board Meetings

The IA Board Secretary will keep official minutes of all Board meetings and distribute these to all Board members within (7) seven days following the meeting.

A copy of all official minutes will be held in a permanent file and passed on to the next Secretary elected by the organization.

Officers and Elected Board Members

Nominations for officers and Board members will take place annually at the September General Meeting. Any member in good standing who has an interest in serving on the Board may be nominated.

Nominations will be accepted by the Chair of the Nominating Committee who will proceed with production of a ballot so that votes may be cast at the annual October meeting. Upon tallying of the votes, newly elected officers and Board members shall be installed to take office in January.

Board Member Responsibility of Participation

Board members should make every effort to attend each monthly Board meeting. Board member may be absent from no more than (3) three Board meetings in a calendar year. Furthermore, any Board member found to be unsympathetic to the Board, his/her Committee, or to his/her individual responsibilities as a Board member, will be relieved from his/her position at the discretion of the Board President, and at least (2) two other voting Board members.

Sponsors and Distribution of Promotional Materials

Distribution of promotional materials on the lunch and registration tables is reserved for those members sponsoring that day's luncheon meeting.

Open networking is encouraged and permitted from 11:30am to 12pm, prior to the official start of the meeting.