MEETING AGENDA GUIDELINES

Information For Executive Meeting Agendas

1.   Please let me know if you have business to be discussed at the meeting at least one week before the Executive Meeting (see deadlines on Meeting Date Chart).

2.   If you have documents to distribute to the committee for the meeting, please send them as an e-mail attachment in Word, Excel, or .pdf format.

3.   If you are unable to attend the meeting but have business, please include that information along with any supporting documentation and your recommendation – or if you would like another member of your committee to attend in your place, let me know.

Information For General Meeting Agendas

In order to allow for the maximum amount of time for programs and other activities at General Meetings, we have established precedent to provide most information from Committees with the General Meeting Agenda. While questions from members about the information provided are always welcome, it is helpful if the information provided is self-explanatory so that Committee Chairs are not required to stand up and repeat the information already sent.

1.   Please send your report as an e-mail attachment by the deadline indicated (one week before the meeting) in Word, Excel, or .pdf format.

2.   Please indicate at the top of the document the name of the Committee presenting the report and the name of the person who can answer questions at the end of the report.

3.   If an explanation of the report is required, please include a preface in the document with that explanation. For example, "Financial Report" wouldn't need an explanation but Proposed Workshops" might need one.

4.   If you have presented a report at the Executive Committee and are bringing it forward to the general membership, if there are no changes to the documentation provided to the EC, there is no need to send it again – just send me a quick note saying that it is sufficient as is.

5.   If the Committee is making a motion for approval by the general membership, please include it at the end of the relevant supporting documentation. For example, if the Workshop Committee is asking for approval to pay a teacher's fee for a workshop, it will have previously been approved by the Executive Committee. Therefore, at the end of the description of the workshop and fee breakdown, include a statement such as:

> The Executive Committee moves that the teaching fee of $1,000 to Sarah Smith for the workshop "Delightful Stitching" offered on November 18-19, 2018 be paid for by WEG.

At the meeting, the membership will be asked if they have any questions and once those questions have been asked, the motion will be voted on. If changes to the motion are

requested by the membership, they will be voted on separately and then included in the final motion.

6.   If you feel it is necessary to highlight parts of your report at the general meeting, please include that information in your e-mail when you send it in for inclusion in the Agenda. Although we are trying to avoid unnecessary discussion (e.g., please don't feel it is necessary to stand up and read your report), we do want to ensure that the membership is given the information they need and it may therefore be beneficial to mention important items in the meeting. For example, if there is a demo coming up, complete information about the demo should be attached as a document to the Agenda, but it would also be appropriate for the Chair to confirm at the meeting the purpose of the demo and its dates and location, as well as the information that the sign-up sheet is available.