



Policy and Procedures
Section: 050
Subject: IAC Board Meetings

Date: 4 April 2024
Revision: 1

050.1. Parliamentary Procedure

050.1.1 While the IAC Bylaws specify that Robert’s Rules of Order shall be used for the annual membership meeting, it does not specify which parliamentary procedure shall be used during board meetings.

050.1.2 It is nevertheless recommended that the President preside with reference to Robert’s Rules of Order Newly Revised 12th Edition, with attention to the provisions in 49:21, “Procedure in Small Boards”.

050.2. Attendance

050.2.1 Regularly Scheduled In-Person Board Meetings

050.2.1.1. All IAC members in good standing are permitted to attend regularly scheduled in-person board meetings.

050.2.1.2. These meetings are traditionally held at the EAA Museum, in Oshkosh, WI.

050.2.1.3 Meeting information can be obtained from the Executive Director.

050.2.2. Other Meetings: Special Meetings, Virtual Meetings, and Teleconferences

050.2.2.1. Attendance at Special Meetings, Virtual Meetings (e.g. webhosted or videoconference) and Teleconferences, is limited to current Members of the Board, Past Presidents, and the IAC Executive Director.

050.2.3 Special Attendance

050.2.3.1. Individuals not meeting the above criteria may be invited to report on special agenda items or IAC Committee work assigned by the Board, Finance Committee, Executive Committee, or President.

050.2.4. About the Importance of Attending In-Person

050.2.4.1. As significant business is conducted at each of the Fall Board Meetings, Directors are strongly encouraged to attend in-person, as regular electronic access cannot be



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assured, and meeting continuity and active participation is more easily assured by physical presence.

050.3. Executive Session

- 050.3.1 Executive Session can be entered at any time by a majority vote of the board.
- 050.3.2. Only currently serving IAC Directors are allowed during Executive Session.
- 050.3.3. The minutes of any Executive Session will be kept private and available only to board members.

050.4. Minutes

- 050.4.1. The minutes shall be kept in accordance with Robert’s Rules of Order Newly Revised 12th Edition, chapter 48, “Minutes and Reports of Officers”.

050.4.2. Meeting ID

- 050.4.2.1. Each meeting shall have an identifier for easier reference.
- 050.4.2.2. The meeting id shall be created in this format: YYYY-MM-DD, using the Year, Month, and Day of the first day of the meeting.
- 050.4.2.3. The meeting id shall be included in the file name of each meeting minute.

050.4.3. Motion IDs.

- 050.4.3.1. Each motion shall have an identifier for easier reference.
- 050.4.3.2. The motion id shall be created in this format: YYYY-MM-DD-##, where:
 - (a) YYYY-MM-DD is the meeting number,
 - (b) ## is the motion number.

050.5. Documents

- 050.5.1. Document proposals are often revised by the board during meetings.



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- 050.5.2. Each revision shall be distinctly named.
 - 050.5.3. Any motion regarding the adoption of a document will include the distinct name of the revision to be adopted.
 - 050.5.4. All document versions referenced in the minutes will be included in the archive of the meeting.