

LLPOA Policy and Procedure

LLPOA Annual Meeting Minutes

POLICY:

The Annual Meetings information provided in the minutes should be available for the LLPOA Membership as soon as possible. To that end the following procedure is to be followed:

PROCEDURE:

- **ANNUAL MINUTES**
 - The Minutes are to be prepared by the LLPOA Office and submitted to the LLPOA Secretary within 5 weeks after the LLPOA Annual Meeting.
 - Any motioned passed that require update of the By Laws are to be completed by the Fri. following the Annual Meeting and the web site updated by the following Tues.
 - Email to the LLPOA Secretary along with the Vice President the reviewed and edited LLPOA Annual Meeting Minutes to the LLPOA Office by the next Fri.
 - The LLPOA Office is to email as a DRAFT the reviewed minutes to all the LLPOA Directors the following Monday.
 - The reviewed minutes are to be reviewed by the Directors and any revision request sent to the LLPOA Office by the next Fri. (4 days).
 - The LLPOA Office Staff is to post the reviewed Annual Minutes with any revisions edited by the LLPOA Secretary as a DRAFT on the LLPOA web site.
 - The reviewed minutes are to be on the agenda LLPOA Annual Meeting for approval.
 - Once approved by the LLPOA Board the approved minutes are to replace the DRAFT minutes on the web site the Mon. after the LLPOA Annual Meeting.