

## **ORGANIZATIONAL BOARD MEETING**

As soon as the incoming Advisory Board has been recommended by the Grand Deputy and Sponsoring Body and approved by the Supreme Officer, the new board will hold an organizational meeting. This meeting will be held prior to December 31<sup>st</sup>, in compliance with the Supreme Statutes.

This meeting is called to order by the current Advisory Board Chairman. With the assistance of the Grand Deputy, the Advisory Board members will review the Advisory Board responsibilities and expectations (included in this document), after which, they will elect a Chairman. The newly elected Chairman will preside over for the balance of the elections, which include the Mother Advisor and Secretary. Additionally, the Advisory Board will elect an Assistant Mother Advisor, Treasurer, and any other officers the Board determines are necessary.

Pursuant to the Supreme Statutes, nominations are not made; however, a discussion can and should precede the election process. All elections must be by secret, written ballot. The Grand Deputy and another Board member will tally the ballots. The results of the each election will be announced to the Board; the Grand Deputy will notify the Supreme Officer of the outcome of the elections immediately following this meeting (by email).

To avoid potential conflict and the appearance of impropriety, an Advisory Board cannot concurrently elect spouses to serve as Chairman and Mother Advisor.

The Advisory Board may also discuss who should have signature authority on the Assembly's checking and savings accounts during the upcoming year. No two family members may have signature authority on the Assembly's financial accounts, thus eliminating any potential conflict or the appearance of impropriety. Making this decision during the organization meeting will assist the newly elected Treasurer in updating bank records and signature cards.

NO other business may be conducted or transacted by the incoming Advisory Board until they are installed. Advisory Board members who are unable to attend the Assembly's Installation must be installed within 30 days of the Installation or relinquish the appointment to the Advisory Board. Board members may not attend an Advisory Board meeting if they have not been installed.

Minutes should be prepared for this meeting, documenting who was in attendance, who was elected to each office, and who has been granted signatory authority on the Assembly's financial accounts. A copy of the minutes should be provided to the Treasurer, so he/she can establish signature authority on the Assembly's checking and savings accounts.