

---

## Chapter Eight: Meetings

---

This chapter details requirements associated with membership and board meetings.

### Section A. General Meeting Requirements

---

1. Meetings involving youth members may not involve the use of tobacco products or alcoholic beverages.
2. Minutes (All board and association meetings)
  - a. Minutes must be kept for all meetings of the association.
  - b. Minutes of the previous meeting shall:
    - 1) Either be read (not recommended) or a written copy provided to all attendees of the meeting.
    - 2) Be approved at the next meeting.
    - 3) Be filed (paper or electronic) permanently.
3. A merged association may not hold separate meetings of delegates and youth delegates (state) or members and youth representatives (local).

**NOTE:** Youth associations also will allow adult USBC members involved in youth programs to attend annual meetings with voice only.

### Section B. Annual Meeting Quorum

---

A quorum is the number of voting members who must be present in order for business to be legally transacted. USBC requires a specific number be adopted, not a percentage.

1. **State Annual Meeting**
  - a. To conduct business at the annual meeting, the number of delegates representing adults, as determined in the association's bylaws, must be present.
  - b. To conduct youth related business at the annual meeting, the number of elected youth delegates, as determined in the association's bylaws, must be present.
2. **Local Annual Meeting**
  - a. To conduct business at the annual meeting, the number of adult members, as determined in the association's bylaws, must be present.
  - b. To conduct youth related business at the annual meeting, the number of youth representatives, as determined in the association's bylaws, must be present.

**NOTE:** The quorum should be as large a number as can be reasonably depended on to be present at a meeting.

### Section C. Youth Representation at Annual Meetings

---

1. **Attendance at Annual Meetings**
  - a. Youth Delegates. Attend merged state and/or non-merged state youth association meetings.
  - b. Youth Representatives. Attend merged local and/or non-merged local youth association meetings.
2. **Youth Representatives (Local)**

- a. Youth representatives consist of the following:
  - 1) All youth members of the association, at least 14 years of age.
  - 2) One adult representative, who is a USBC member, from each certified youth or adult/youth league.
  - 3) One representative, who is a USBC member, from each center in which there is at least one certified youth league.
- b. League and center representatives serving as youth representatives shall serve for one year.
- c. Vacancies
  - 1) A league or center representative serving as a youth representative, who is unable to attend an association annual meeting, may appoint an alternate, who meets the eligibility requirements, from the league or center represented.
  - 2) A league representative chosen to represent more than one league may appoint an alternate from the league represented.

### **Section D. Board Meetings**

---

1. **Quorum:**
  - a. To conduct business at a board meeting, the number of board members as determined in the association's bylaws must be present. USBC requires a specific number be adopted, not a percentage.
  - b. The association manager has voice only and does not count towards the quorum, unless the association manager is also a director.
2. **Excused from Meetings.** A board member, including the association manager, may be excused from any portion of a board meeting based on a conflict of interest.
3. **Entitled to Vote.** All members of the board of directors are entitled to voice and vote with the exception of the association manager, who acts as the ex officio non-voting secretary/treasurer of the board and has voice only. The association manager may have vote if also elected as a director.
4. **Mail and Electronic Voting.** A vote by mail, e-mail or teleconference should be reserved for emergency/urgent issues.
  - a. Types
    - 1) Mail and e-mail voting - If state laws permit a mail or e-mail vote by the board, and if it is desired to do so, the following section, if adopted by the delegates/youth delegates (state) or members/youth representatives (local), must be added in Article VII, Section B, Item 4 of the bylaws:
      - a) Questions may be submitted through the mail (e-mail, if every member of the board has e-mail) to all members of the board.
      - b) If a quorum is received, a majority of votes received within 10 days from the date submitted decides the question. Record of the vote will be recorded in the board's minutes. This action must be reported at the next board meeting. This has the same effect as taking the vote at a meeting.
    - 2) Teleconference vote – This action must be reported at the next board meeting. Teleconference meeting minutes are treated as regular minutes.
  - b. Procedure for mail voting
    - 1) Questions may be submitted through the mail and shall be sent to every member of the board. Notice must include:
      - a) The number of responses needed to meet a quorum.
      - b) Required return date.

- c) Full instructions for marking the ballot.
  - d) To whom the ballot must be returned.
  - e) The proposed action.
  - f) Separate ballots shall be given for each proposed action.
- Approval of the ballot requires a majority vote and the quorum is valid only when the number of votes cast equals or exceeds the quorum required for a regular board meeting.
- 2) If the vote is not to be secret also send the following:
    - a) Printed ballot containing space for voter's signature.
    - b) Self-addressed return envelope.
  - 3) If the vote is to be secret also send the following:
    - a) Printed ballot (no signature space).
    - b) An inner envelope with a space for the voter's signature placed on its face instead of on the ballot.
    - c) Self-addressed return envelope.

The person(s) designated to count ballots should hold them, unopened, until the meeting or date the votes are to be counted, remove the inner envelopes; and verify the ballot is from a qualified voter based on the signature on the inner envelope. Open the inner envelopes and remove the ballots.
  - 4) Count the ballots. Report the results of the mail vote to all board members by a method chosen by the board within 10 days after the voting deadline.
  - 5) Retain a hard copy of each ballot, as required by state law. If no law, then retain a hard copy until after the next in-person meeting. After which, if no question or challenge has been raised, the hard copy records are destroyed.
  - 6) Read and record the vote in the next board's minutes. This has the same effect as taking the vote at a meeting.
- c. Procedure for e-mail voting
- 1) If every member of the board has e-mail, questions may be submitted electronically and shall be sent to every member of the board. Notice must include:
    - a) The number of responses needed to meet a quorum.
    - b) Full instructions for marking the ballot.
    - c) Required return date.
    - d) Information from which it can be determined that the e-mail vote was authorized by the board member. Examples: National ID number, last four digits of a board member's Social Security number, passwords, etc. could be used as proof of identification.
    - e) The e-mail address and person to which the e-mail ballot is to be returned.
    - f) The proposed action.
    - g) Separate ballots shall be given for each proposed action.
  - 2) Adequate, fair and open discussion of the issue must precede the e-mail vote.
  - 3) The board must have previously voted to approve the use of an e-mail ballot vote for a particular issue or, in an emergency.
  - 4) One specific person will be designated to receive the e-mail ballots by the specified deadline.
  - 5) Results of the e-mail ballot voting are to be verified by two other persons.
  - 6) The association manager shall:
    - a) Record the results of the e-mail ballot vote.

- (1) Votes must be held confidential.
- (2) Abstentions do not count in vote tally.
- b) Report the results of the e-mail ballot vote to all board members by a method chosen by the board (e-mail, meeting, conference call, phone tree, etc.) within 10 days after the voting deadline.
- c) Retain a hard copy of each ballot, as required by state law. If no law, then retain a hard copy until after the next in-person meeting. After which, if no question or challenge has been raised, the hard copy records are destroyed.

Read and record the vote in the next board's minutes. This has the same effect as taking the vote at a meeting.