

## **VOICE & VOTE**

### **ANNUAL BUSINESS MEETINGS**

Annual Business Meetings are held once a year at the Spring Meeting. The date and time of the business meeting are announced in advance via the NEA listserv. Requests for agenda items and the resulting agenda are made available in a timely fashion.

#### **WHO VOTES**

Those members of NEA who are present and voting shall constitute a quorum. Any member in good standing may make a motion, second a motion, and vote. All members have a voice in NEA and may participate in the discussion phase of the vote.

#### **ON WHAT**

The membership votes at the Annual Business Meeting on any changes to the bylaws. Changes up for vote are announced ahead of the meeting, in November, with an open comment period.

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Additionally, the membership votes to approve the minutes of the previous year's Annual Business Meeting. The minutes are distributed electronically via the listserv prior to the meeting for comment and review, with paper copies available at the meeting.

Finally, any member may make a motion to adjourn the Annual Business Meeting. This motion may be seconded by any member.

The New England Archivists Secretary is responsible for recording the minutes at each quarterly Executive Board Meeting and at the Annual Business Meeting. Approved meeting minutes are available on the NEA website. All voting proceeds as follows: a proposal is put forward, a motion to approve is made, the motion is seconded, discussion is held, and the presiding officer calls for a vote.

For more information or to contact a member of the Executive Board, please see the following pages on the NEA website ([newenglandarchivists.org](http://newenglandarchivists.org)).

## **VOICE & VOTE**

### **EXECUTIVE BOARD MEETINGS**

Executive Board Meetings are held quarterly in locations throughout New England. The dates and times of the meetings are announced in advance via the NEA listserv. These meetings are open to the public and may be attended in person or remotely (with advance notice).

#### **WHO VOTES**

At the Executive Board Meeting, any voting member of the Board—except the NEA President—may call for a vote or make a motion. Any NEA member may put forward a proposal for consideration and have a voice in the discussion phase of the vote.

Voting members of the Executive Board are: President, Vice President/President-Elect, Immediate Past President, Secretary, Treasurer, and the four Representatives-At-Large. The current list of incumbents is available on the website.

When NEA business is conducted either via email or in person, there must be a quorum for the decisions to have any force. A quorum shall be composed of five voting members, one of whom must be the President or the Vice President.

#### **ON WHAT**

Members of the Executive Board vote on proposals that make changes to policies or procedures, involve individuals or money, create or revise a position description, or create or dissolve a Committee, Roundtable, or Task Force.

The Executive Board also votes to approve the minutes of the previous Executive Board Meeting. These minutes are available on the NEA website.

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