



Coastal Bend Regional Advisory Council On Trauma Service Area – U, Inc. (CBRAC)

Standard Operating Procedure (SOP)

SOP Title: CBRAC Meetings

SOP Number: CBRAC SOP - III

SOP effective Date: January 22, 2025

SOP Reviewed/Revised:

Content

ARTICLE I – MEETINGS

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SECTION 1: The various CBRAC meetings shall be held as follows:

- A. The Board of Directors meetings will be held monthly. See www.cbrac.org for dates and locations. Meetings may be conducted electronically, in-person or via conference call as determined by the Chair.
- B. Bi-monthly General Membership meetings. Meetings will be held in September, November, January, March, May and July.
- C. Standing Committees will meet a minimum of six times annually. Meetings will be held in October, December, February, April, and June.

Occasionally, meeting dates are subject to change. Notice of any changes will be posted on www.cbrac.org and notification sent out electronically to the member List serve.

SECTION 2: Conduct of Meetings

All Board of Directors and General Membership meetings shall be conducted under the current guidelines of Robert's Rules of Order and in full compliance with Texas law.

SECTION 3: Special Meeting

The Chair may call special meetings of the Board of Directors. Special meetings may also be called by written action of three Directors.

SECTION 4: Notice of Special Meeting

Notice of the time, place, and purpose of a special meeting of the Board will be delivered to each Director by electronic or other form of written communication, at least 72 hours before the meeting whenever possible.

SECTION 5: Executive Board meetings

The Executive Board will meet as deemed necessary by any member of the Executive Board.

SECTION 6: Quorum

A quorum for conducting the business of the Board of Directors or General Membership shall be more than half (51%) of the Board of Directors.

SECTION 7: Minutes of CBRAC meetings

CBRAC will keep at its principal office, or such place as the Board may order, a book of minutes of all meetings, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given and the names of those present.