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last updated: November 3, 2022

Order of Business:

1. Chair (President) calls meeting to order
2. Roll Call/Determines the presence of a quorum
3. Approves Agenda – Add additional items suggested by Members
4. Approval of minutes
5. Officer Reports
6. Special Reports
7. Committee Reports
8. Unfinished Business
9. New Business and debates
10. Announcements
11. Adjournment

Motions:

1. Members make a motion
2. Another seconds it
3. The Chair states the motion, formally putting before the group
4. The members discuss the motion
5. The Chair puts the question to vote
6. The Chair announces the results of the vote