

	<b>STANDARD OPERATING GUIDELINE</b> <b>Sabine-Neches Chief's Association</b> <b>Revised 6-5-2013</b>	<b>SOG #</b> <b>100-10</b>	Page 1 of 1
---	--	-------------------------------	-------------

## Meeting Attendance

### PURPOSE

The purpose of this guideline is to establish protocols regarding monitoring attendance during Sabine-Neches Chief's Association (SNCA) meetings as described in the Constitution and By-Laws by using sign in sheets, signage, and monitoring by the Sergeant-at-Arms to prevent from disseminating information that is not authorized as public information.

### POLICY

It will be the policy of the SNCA to monitor all regularly scheduled SNCA meetings as described in the Constitution and By-Laws by having signage available and the Sergeant-at-Arms, or his/her designee, check the membership lists provided by the Secretary/Treasurer for voting, non-voting, honorary, authorized representative, or pre-approved unescorted guest. Additionally, members are authorized to sponsor guests in person without prior written approval.

### PROCEDURE

- 1) OVERVIEW: The SNCA is a Mutual Aid association, which has dues paying members that may be voting, non-voting, honorary, authorized representative, or a guest of a member only in attendance at the monthly meetings. This means that attendance at the SNCA is by "invitation only". The SNCA always encourages potential organizations to go to the SNCA Web Site and learn "How to Join".
- 2) To pre-approve an unescorted guest, members can send an email to the SNCA email site or contact, email, or text the Secretary/Treasurer or any executive board member prior to the meeting.
- 3) The Sergeant-at-Arms, or his/her designee, shall post a sign at the entry or at the sign-in table that states, "By Invitation Only" wherever the monthly meetings are held.
- 4) The Secretary/Treasurer shall provide a current membership list to the Sergeant-at-Arms designating voting, non-voting, honorary, and authorized representatives of the SNCA member organizations. A separate blank list shall be provided for guests of member's information so that it can be recorded.
- 5) The Sergeant-at-Arms, or his/her designee, shall monitor members arriving at the meetings to facilitate appropriate signed-in.
- 6) During official proceedings ~~votes~~ of the SNCA, the Sergeant-at-Arms, or his/her designee, shall make sure that votes and motions are made appropriately by voting members.
- 7) In the event that both the primary and alternate voting members are in attendance at a SNCA meeting, it is the responsibility of the primary member to make motions, not the alternate.
- 8) The attendance sheets shall be turned over to the Secretary/Treasurer after each meeting.
- 9) Attendance at SNCA meetings are for members or by invitation only.