



Policy Holder: GTF	Number: GTFPP-01-11	Revised:
Responsible Party: Executive Director		Effective Date:

NOTICE OF REGULAR, ANNUAL AND SPECIAL MEETINGS POLICY

The Gwinnett Tech Foundation, Inc. abides by the bylaws established in the area of board meetings.

As defined in the Gwinnett Tech Foundation, Inc. Bylaws: Article 4, Section 4.06 states that the Notice of the date, time, and place of all regular or special meetings of the Board of Directors or meetings of the committees may be given verbally, via electronic communications or by other written notice, provided that sufficient time is given each Director to attend such meeting. Notice of quarterly meetings shall be given at least five (5) days prior to such meeting. All Directors shall receive at least fifteen (15) days electronic notice prior to the annual meeting. Notice of the meeting may be waived and the presence of a member at any meeting shall constitute a waiver by that Director of the notice required. Directors shall provide the Secretary with a mailing address to which written notice should be forwarded and shall be responsible for notify the Secretary of any change in said address.

Article 4, Section 4.02 addresses regular meetings by stating that the Board of Directors shall meet quarterly during February, May, August, and November of each year. The meetings will generally occur on the fourth Thursday of the specified month, but the specific date, time, and location of each meeting shall be set by the Chair.

Article 4, Section 4.03 addresses annual meetings by stating The May meeting of the Board of Directors shall be designated as the annual meeting at which Directors and officers shall be elected. The new officers will begin their functions with the first meeting of the next fiscal year. In addition, the purpose of the annual meeting shall be to receive a full report of the progress of the Foundation for the preceding year and an outline of a program for the Foundation for the succeeding year.

And special meetings are further outlined in Article 4, Section 4.04 and states that Special meetings of the Board of Directors may be called by the Chair or by a majority of the Directors. All business transacted at such meetings shall be valid as if the business had been transacted at a regular or annual meeting.