

## **Attending an SCA Board Meeting**

Information on participation in the Friday work session and Saturday meeting:

Please bear in mind that the Friday meeting is a work session. There are many items of business to be covered. It is not typical to have a large number of attendees at this meeting. The room reserved for the purpose is relatively small (to facilitate the work to be done and to be fiscally responsible) and will not accommodate significant numbers. The Board of Directors and Corporate staff does welcome visitors and guests to attend under special circumstances. Meeting attendees are considered guests, and should respect that they are there as spectators only. It should be mentioned though, that a great deal of the session may be considered boring and somewhat tedious to those not involved in the proceedings!

Send requests to attend this meeting to the [Chairman](#) by the first day of the month in which the meeting will occur. Requests can be sent via email for consideration. Guest numbers will be limited by the size of the room.

On Friday, there are items that are covered in a private closed Executive Session. The Executive Session breakouts occur at least twice during the day. All visitors will be asked to leave the meeting room. Items dealt with in Executive Session are personal issues, sanctions, or other items deemed sensitive.

It is the standing policy of the Board of Directors that all sanction appeals are conducted in private Executive Session. Other than the Directors, the only individuals in the Executive Session are those invited, typically only the individual offering the appeal and one other. Meetings of this type are considered to be personal issues and therefore private and sensitive. During an appeal only the individual under sanction may speak. These sessions are typically limited to 30 minutes, and may be terminated at any time by the Chairman, or Vice Chair, if the meeting order is disturbed. Any other meetings are held at the discretion of the Directors.

The Directors and staff welcome all comments and input from the membership. However, due to time constraints it will be impossible for everyone to speak at the Friday meeting. For this reason we ask that all your thoughts, comments and suggestions regarding any sanction or item under discussion to be put in writing and sent to the Directors. Every letter will be read and given consideration. We have no wish to curtail any contribution any individual might have to this process, nor do we want to inadvertently obtain lopsided information.

Both the Friday work session and the Saturday business meeting are modern business meetings, and most attendees, Corporate officers and Directors wear modern business clothing. The Saturday meeting is open to the public.

Thank you for your time and attention; we look forward to seeing you at an upcoming meeting.

SCA, Inc. Board of Directors.