

## **Operating Procedure**

### **Conducting monthly business for District St. Louis**

#### **Executive Board Meetings.**

Executive Board meetings of the District shall be held nine (9) days prior to the regularly scheduled business meeting of District St. Louis, always the third Thursday of the month. A written agenda will be prepared and delivered electronically to all designated Board members prior to the meeting. Minutes distributed electronically from the previous meeting are approved as is the current agenda. A draft copy of the “BrewKettle” District Newsletter shall also be available for comment and approval. Regularly scheduled Board meetings are not typically held in the months when business meetings are not scheduled though the District President may call such a meeting at his discretion.

#### **Schedule of Events.**

- 1 Day following the Board meeting: Distribute the “BrewKettle” newsletter electronically. Mail the remaining few copies as required for those without electronic mail.
- By the following Friday after the Board meeting: Electronically mail a meeting notice with MS Outlook RSVP voting option.

#### **District Business Meetings.**

District Business meetings shall be held on the third Thursday during the months of October, November, January, February, March, and April. District St. Louis will meet during other months of the year, but these events will be social in nature and governance activities will not be conducted. The following events will occur at the business meeting as the “general order of business”:

1. President calls the meeting to order noting the time.
2. Secretary’s report is given, moved to accept and voted upon.
3. Treasurer’s report is given, moved to accept and voted upon.
4. Vice President’s report is given to include any Association Board of Governor’s information, communication from Headquarters, or District Scholarship activities.
5. Committee Chair Reports:  
Technical Chair  
Membership Chair  
Social Chair  
Publicity Chair  
Golf Chair
6. New MBAA members, transfers, and guests are introduced
7. Old business
8. New business
9. Introduce and thank the evening sponsor.
10. A motion to adjourn is requested and voted upon. Note the time of adjournment.
11. Invite the sponsor to speak for his company according to the schedule below.

The standard dinner meeting timetable should be as follows when a single technical speaker is scheduled:

5:00-5:30	Reception
5:30-6:00	Business Meeting
6:00-6:15	Allotted for Evening Sponsor
6:15-6:30	Refreshments and seat for dinner
6:30-7:00	Dinner
7:00-Close	Technical Program