



TEXAS J REGIONAL ADVISORY COUNCIL

PO Box 60028 • Midland, Texas 79711 • (432) 563-5554

www.texasjrac.org

Standard Operating Procedure

GENERAL SOP:

SOP NUMBER:

SOP EFFECTIVE DATE:

SOP REVIEWED:

SOP REVISED:

SCHEDULING OF MEETINGS

G #3

6/09

5/07; 6/08; 6/09

5/07; 6/08; 6/09

SOP STATEMENT: As stated in the By-Laws in Article V 6. The Board of Directors may provide for regular meetings by resolution stating the time and place of such meetings. The meetings shall be held within the State of Texas. No notice of regular meetings of the Board is required if there is a resolution of the Board of Directors stating the time and place of the meetings.

1. In order to afford Participants an opportunity to attend the Board of Directors Meetings, The Texas "J" RAC holds each of the Quarterly Meetings in different locations throughout the Trauma Service Area.
 - 1.1 Meeting locations are determined at the September meeting from localities volunteered by Participating Entities. Schedules will be available at the December Board of Director Meeting and are posted on the Texas J RAC website.
 - 1.2 The meeting site is determined by the hosting Participating Entity. Notification of the site must be sent to RAC Office at least one month in advance. Driving direction and/or map is to be submitted to the RAC Office for dissemination to the participants.
2. Committee meetings are held at the designated times in the mornings prior to the Executive Committee or Board of Directors Meetings. Committee meetings may be conducted conference call or web conferencing.
3. Changes of meeting locations will be disseminated via email and will be posted on the website as soon as possible prior to the meetings.