

Guidelines for scheduling a Commission/Committee meeting at Department Headquarters

- 1) Before confirming the date and securing a room at HQ, ensure the members (or enough to make a quorum) of your commission/committee will attend. If a vote cannot be taken, you can send an informational email to your members.
- 2) Include the department adjutant on these emails, so I can confirm the room is available.
- 3) The meeting will not be added to the department calendar until you, the chairman, have confirmed to me the meeting will take place.
- 4) If the meeting is to be cancelled/postponed, call me (860) 436-9986 between 8:30 am - 4:00 pm, the earlier the better.
- 5) We have three areas to host a meeting: the main room, the conference room and the third floor room (I would advise using this area for meetings with younger members, as it is another set of steps to climb).
- 6) The Membership, Leadership & Learning Commission, when scheduled to meet the fourth Monday of the month, meets in the main room, as they have the largest number of members. There are still two other meeting spaces to reserve.
- 7) Reservations will be accepted first come, first serve.
- 8) The first Monday of the month is not available for meetings. Saturdays will be considered on a case by case basis. An example of a Saturday meeting might be when training or a meeting lasting longer than two hours will occur.

These rules are meant to make it fair not only your commissions/committees, your members, the Commander and Sr. Vice Commander, but for me. I will not ask our Membership or Administrative assistants to stay after hours to keep the building open, so you're stuck with me.

I have mentioned the idea of keys to certain officers; however I have learned that between the security system and keeping track of keys, it is not ideal. I don't mind staying after hours, because I always have work to do.