

Proposal for procedure MSCA 09-Amendment to the MSCA 09 Guidelines for Structure and Procedure

This motion is to increase the flow of information to the GSR and the members within MSCA 09.

A. Committee reports

All committee reports need to be submitted in writing prior to the Area Assembly or Area Service Committee meeting. The written report will include all actions and activity prior to the day that the report is due. An oral report will be allowed at the meeting if a new need or announcement is necessary.

B. District Reports

All district reports need to be submitted in writing prior to the Area Assembly or Area Service Committee meeting. The written report will include all actions and activity prior to the day that the report is due. An oral report will be allowed at the meeting if a new need or announcement is necessary.

C. Coordinate Committee Reports

All coordinate committee reports need to be submitted in writing prior to the Area Assembly or Area Service Committee meeting. The written report will include all actions and activity prior to the day that the report is due. An oral report will be allowed at the meeting if a new need or announcement is necessary.

D. Area Officers Reports

All area officer reports need to be submitted in writing prior to the Area Assembly or Area Service Committee meeting. The written report will include all actions and activity prior to the day that the report is due. An oral report will be allowed at the meeting if a new need or announcement is necessary. Area Delegate will always be allowed time for an oral report/presentation.

E. reports will be submitted to the Secretary via email in a format that is able to be viewed and copied for inclusion in the minutes for the corresponding Committee , District , or Area Officers report. If a committee, district, or area officer is unable to submit a report prior to the event via email they are to notify the Secretary and make plans for an alternate submission.

If approved at the Assembly these changes are to take place as soon as practical but no later than January 2010.

Guidelines changes per the MSCA 09 website 11/10/08 Rev G dated June 16, 2004:

Article I

C.

4.

Add

A, B, C, D, & E

Article IV

C.

3

Add

A, B, C, D & E