

SOPs for BOD meetings

- APPNA Secretary will create an agenda (after consultation and approval from the president) and circulate the meeting agenda at least 3 days prior to the meeting.
- All the meetings will be run as per Robert's rules.
- If any member wants to add anything to agenda item must be sent to the secretary at least five days before the board meeting.
- If there is any agenda item that needs to be discussed on urgent basis, it can be placed on agenda 24 hours before the meeting if approved by simple majority by the Board of Directors.
- Include relevant documents and reports for board members' review.
- Previously agreed for second Wednesday of every month. No more than 5 agenda items per meeting. Any BOD member can request agenda items to be added. If agenda extends to more than 5 items, then another meeting to be arranged the following Wednesday.
- Virtual.
 - Ensure that all necessary materials (financial reports, proposals, etc.) are sent in advance.
 - President opens the meeting and calls it to order on time.
 - Secretary records attendance and confirms quorum (minimum number of members required to make decisions).
 - Review and approve the minutes from the previous meeting (if applicable).
 - Remind members to disclose any conflicts of interest related to agenda items.
 - Stick to the agenda and prioritize time management.
 - Items should be discussed in the order listed unless a vote to rearrange is taken.
 - President ensures respectful dialogue.
 - Board members must raise hands to speak and address the President.
 - Ensure no member monopolizes the conversation and encourage equal participation.
 - Majority votes (or as per bylaws) required for approvals.
 - Quorum should be maintained for decisions to be valid.
 - All points should be discussed before a decision is made.
 - Encourage diverse perspectives but manage discussions to avoid unnecessary delays. · A motion to take an action must be made by a board member and seconded by another member.
 - Time sensitive discussion to limit for 2-3 minutes max to allow all to participate.
 - Allow all to participate before your rejoinder.
 - For recording and minutes, please allow chair to recognize you before your comments.
 - After the motion is made and seconded, discussion is opened on the motion.
 - Amendments to the motion can be proposed and must be seconded.
 - A motion is put to a vote after discussions are closed.
 - Voting can be by show of hands, or voice vote.
 - The results of the vote (for, against, abstain) are recorded in the

meeting minutes.

- President summarizes key decisions, actions, and assignments made during the meeting.
- Secretary will confirm the date, time, and location (or format) of the next board meeting.
- President calls for a motion to adjourn.
- Meeting is formally adjourned after a vote.
- Draft minutes are circulated to board members for review and approval.
- Secretary will ensure that action items and tasks assigned during the meeting are tracked and followed up on before the next meeting.
- Relevant decisions, changes, or updates may need to be communicated to members.
- All meeting minutes to be uploaded to the APPNA website on password protected pages.
- All meetings to be recorded.
- Secretary will prepare the minutes and share with the board of directors. Board of Directors will review and approve within 72 hours of sharing the minutes. If no response received within 72 hours the minutes will be considered approved.

Muhammad Aslam

1/7/2026