Article V of the ASA bylaws empowers the President to call special meetings of the Board in addition to the required annual meeting. What follows are policy and procedures for establishing a regular schedule of such meetings. They are consistent in spirit with Article V but may not align with the letter of the document, which has detailed requirements for reporting members as present or absent (among other things) that contemporary meeting technologies may have rendered obsolete. The Trustees defer for now the question of how to align this proposal with the language in our governing documents and focus instead on clarifying the basic principles.

1. The Board will default to a scheduled monthly meeting by Zoom (or a similar teleconferencing platform).
   a. As soon after the annual installation of new Board members as is feasible, the President or the President’s designee should work with the Board to identify the appropriate meeting platform.
   b. The President (or the President’s designee) should make all reasonable efforts to schedule the meetings for each academic term well in advance, on the same day and time every month. If necessary, the meetings might rotate through a small set of day/time combinations to accommodate individual schedules that are difficult to coordinate with others.
   c. The meetings should be scheduled as far in advance as is feasible, and no less than the constitutionally mandated five days in advance.
   d. The President should assemble the agenda for each meeting, consulting with other officers and the Board as appropriate. Board members may recommend agenda items to the President.
   e. Anyone wishing to put an item on the agenda for a scheduled meeting must inform the President of this wish by the day before the deadline for recommending cancellation (see 3(a)). Any such request will be honored by the President, unless the person making the request also state that they are happy for the item to be addressed at the next meeting for which there is other business. If a new item of business arises after the deadline for members to express their wish that an item be placed on the agenda, any individual member of the Board may request that a cancellation recommendation be overridden for this reason, and such requests will be honored by the President.

2. All regular voting options remain available for these meetings. This includes but is not limited to deferred votes, viz., votes conducted by email poll of meeting attendees after the meeting adjourns.

3. The President may decide that a meeting is unnecessary and send an email to the Board recommending cancellation.
a. The President should send this recommendation by email no less than four days before the scheduled meeting.

b. The recommendation should indicate the grounds for the judgment and a consequent course of action, and take one of the following forms:

   i. Announce that there is no business at all and recommend simply canceling the meeting.
   ii. Announce that there is only non-urgent business, then describe it and recommend deferring it to a later meeting.
   iii. Announce that there is urgent but uncomplicated and/or uncontroversial business that does not require discussion, then describe it and recommend an email vote on the day when the monthly meeting would otherwise have been held (with votes due on a timeline set at the President’s discretion).

4. The Board may initiate steps to override the President’s cancellation recommendation at the request of any two members. A dissenting board member must submit a motion to the entire Board by email within 48 hours of the President’s cancellation recommendation, asking to hold the meeting as scheduled and explaining the necessity of the meeting. If another member seconds the motion, an email vote shall be held, with all trustees given two working days to vote. If a majority approves the motion, the meeting will be held. If there is no second, the President’s recommendation prevails.

5. The President may of course call an emergency meeting at any time, should circumstances warrant.

6. Electronic meetings shall ordinarily not be held in the month of the ASA Annual Meeting.