

## **Informed Notaries of Maine Board of Directors Meetings**

Unless otherwise notified, the INM Board of Directors meets the third Thursday of every month.

The meetings are scheduled to begin at 6:00 PM

All Directors are expected to attend as many meetings as possible. If circumstances prevent a Director from attending a meeting, it is their responsibility to call ahead (to the Administrator Coordinator, the Secretary, or the President) to either participate by phone (see following conference call instructions) or ask to be excused.

If a Director does not call and asked to be excused, their absence will be recorded as an unexcused absence. Three (3) unexcused absences in one calendar year can result in removal from the Board of Directors.

The bylaws state that there will be ten (10) board meetings per year. A meeting is sometimes cancelled because of weather, scheduling conflicts, etc. If so, all Directors will be notified either by E-mail or if notice is short, every effort will be made to reach Directors by telephone.

Special meetings may be called in addition to the regular monthly Board Meetings. If this happens, all Directors will be given as much advance notification as possible.

The meetings are generally scheduled at the TBD. All Directors will be notified if the location has changed.

Notification of meetings and agendas will be e-mailed at least one week in advance of any meeting.