

**APWA FLORIDA CHAPTER
STANDARD PRACTICE
Attendee Cost for Executive Committee**

The Chapter shares in the cost of participating in Chapter Executive Committee meetings. Chapter Executive Committee meeting locations and schedules are set by the President. Meetings are typically from 3:00 - 5:00 p.m. on Friday afternoon with a committee of the whole and Saturday mornings from 8:00 - 12:00. Friday afternoon is typically a more informal setting used to discuss a few topics under consideration in more detail. No votes are taken on Friday afternoons to allow committee members who cannot be away from work to vote on all items during the formal meeting on Saturday morning. The Saturday morning meeting is where the formal business of the Chapter is conducted. The agenda for all Executive Committee meetings is set by the President with every member having the opportunity to bring new items up for consideration on Saturday mornings.

The cost of dinner and breakfast for Chapter Officers, District Representatives, Branch Chairs, Chapter Committee Chairs and Past Chapter Presidents is covered by the Chapter. Guests of these members pay a reduced fee for dinner and breakfast of typically \$25 with the balance funded by the Chapter.

Travel and hotel room costs are the responsibility the attendees.

Applicability: This document has been approved by the Chapter Executive Committee. It is intended to express the current practice of the Chapter. The procedure described herein may be changed at any time by a vote of the Executive Committee.

Date Approved: 11/06/10