



Standard Operating Procedure (SOP)

Date Document Prepared/Revised: 7/10/2006

Does this change a National Pop Warner rule? YES NO

If yes, what rule number:

****NOTICE: THIS DOCUMENT WILL SUPERSEDE ANY EXISTING DOCUMENT OR NATIONAL RULE (IF APPLICABLE). QUESTIONS OR CONCERNS REGARDING THIS SOP SHOULD BE DIRECTED TO WILLAMETTE VALLEY POP WARNER AT PO BOX 41061, EUGENE, OREGON 97404**

Topic: Board of Directors & Area Representatives Attendance Requirements

The purpose of this SOP is not to be strict, but to be held accountable to our areas and the league.

What is the change, modification or clarification?:

It is a requirement that all Board of Director members and Area Representatives attend every Board Meeting (which normally occurs the first Monday of each month). In the event that you can not attend and you are a Board Member, you are required to contact another Board Member to give your update. If you are a Area Representative, you are required to have some one attend the meeting in your absence.

First missed meeting will be considered excused, Second missed meeting will result in a 90-day probation, Third missed meeting will result in suspension.

Has this SOP been approved by the BoD? YES NO

If no – there will a wait period before posting to the web to allow enough time for an on-line BoD vote.