

Approval to hold a meeting outside of the U.S.

Requests for a meeting to be held outside of the United States (the fifty states, District of Columbia, Puerto Rico and the U.S. Virgin Islands) must be approved by the Operations and Communications Committee of the Board of Governors.

*NOTE: Association entities that receive no general revenue funding for their basic operations, excluding funding for core staff support and specifically approved special projects, may provide **notice** of such meetings to the Committee, which can disapprove the meeting if deemed necessary.*

1. The request or notification should be submitted to the Operations Committee at least three months in advance of the planned meeting.

2. A request for/notification of a meeting to be held outside the United States should be in the form of a memo (on the entity's letterhead stationary) FROM: The Entity Chair TO: The Operations and Communications Committee of the Board of Governors. The first paragraph of the memo should summarize the request or notification. The memo should then list each of the questions and the entity's responses listed in the Meetings Outside US document that can be obtained by Marilyn Barmash or on Jupiter/Division for Policy Administration.

3. The form must be submitted to Marilyn Barmash who will forward to the Operations and Communications Committee of the Board of Governors.

Note: if you are under the three month advance notice deadline, Marilyn can expedite the approval request over the Committee's listserv.