



Revised: Board of Directors – 2/22/02  
Revised: Board of Directors – 7/29/06

Re: Article V, Section 6

## **ORDER OF BUSINESS - ANNUAL OR SPECIAL MEETING OF THE MEMBERSHIP**

The Order of Business of the annual business meeting of the members shall ordinarily include the items of business set forth below. In establishing the Order of Business for a particular meeting, reasonable effort shall be made to follow the Order of Business set forth below, but the order of the items of business may be changed to accommodate the needs of presenters or for other logistical considerations.

After the Order of Business for a particular meeting has been announced or published, it should be followed to the extent practicable, but should have reasonable flexibility. If, for example, adhering to the announced Order of Business would cause unreasonable delay of a meeting in progress or hardship on participants, the presiding officer should inquire if there is objection to varying the order of business. Only if objection is made shall a vote be necessary to authorize variation of the Order of Business.

### **AMERICAN ACADEMY OF DERMATOLOGY MEETING**

- I. Call Assembly to Order
- II. Establish Quorum
- III. Introductions and Acknowledgements
- IV. President-Elect Candidates' Statements
- V. Recognition of Industry
- VI. Awards Acknowledgements
- VII. Secretary-Treasurer's Report
- VIII. Unfinished Business
- IX. New Business
- X. Announcements
- XI. Adjournment

### **AMERICAN ACADEMY OF DERMATOLOGY MEETING ASSOCIATION**

- I. Call Assembly to Order
- II. Establish Quorum
- III. Secretary-Treasurer's Report
- IV. Unfinished Business
- V. New Business
- VI. Recognition of Retiring Board Officers
- VII. Adjournment

The Order of Business of a special meeting shall ordinarily include only the call to order, consideration of the item(s) of business stated in the agenda, and adjournment.