



Emergency Meeting Cancellation Policy

Adopted: April 18, 2011

Modified: August 10, 2011

The intent of the Emergency Meeting Cancellation Policy is to have a standard operating procedure in place when an emergency situation occurs prior to a scheduled MN NIGP Chapter Meeting or Board Meeting.

The decision to cancel a meeting will be made by the Chapter President, or in the absence of the Chapter President, the cancellation process will be initiated by the Vice-President or another designated Board Member. The decision should, when applicable, be made two (2) days prior to the meeting, by noon.

Standard Operating Procedure:

1. The Chapter President, or if unavailable the Vice-President or designated Board Member, will notify (via email or phone call) the following people when a meeting cancellation occurs:
 - a. Web-Site Coordinator
 - b. Membership Committee Chair or designated alternate
 - c. Meeting Holder
 - d. Caterer (when applicable)
2. The Web-Site Coordinator will post the meeting cancellation online, at <http://www.mnnigp.org/>.
3. The Membership Committee Chair will send out a broadcast email to ALL members regarding the meeting cancellation.
4. The Meeting Holder or person responsible for making arrangements will take care of the cancellation of food, room and meeting items. Cancellation penalties should be recorded and made aware of in advance. (The food cancellation for the January meeting, when breakfast is typically served, will be the most critical food arrangement to cancel in order to avoid additional charges.)
5. The Web-Site Coordinator and Membership Committee Chair will be able to perform each other's duties in case of an absence in the event of a cancellation.

