



ME International Board of Directors Meeting Policy

In recognition that members of the Board of Directors may be myalgic encephalomyelitis (ME) patients, the following items address issues pertaining to meetings of the Board of Directors.

The purpose of this policy is to recognize the disabilities caused by ME and to make sure appropriate accommodations are provided.

LACK OF STAMINA: ME patients have a lack of stamina.

Practical Application: Meetings shall be organized in a way that allows for full discussion of topics but not to exceed an agreed allotted time. That time limit shall be determined by the most severe ME patient on the board. A general suggestion would be a limit of 90 minutes with a short break part way through, if needed. If a meeting runs longer than any board member can maintain focus, the meeting shall be postponed to a later time.

Agenda for board meetings and submission of reports from committees to all board members prior to the meeting will aid in reducing meeting time. Discussions outside of the agenda items need to be curtailed. Using working meetings that do not require votes or minutes would allow for general discussions on a topic.

NEUROLOGICAL AFFECT TO DECISION MAKING CAPABILITY: Patients with ME need extra time to sort through facts and assimilate information to be comfortable making a decision.

Practical Application: Every effort will be made to provide information to board members at least two weeks prior to making any decisions about expenditure of money, bringing on a new board member, or ME International officially partnering with other organizations, or logo use by anyone other than on ME International materials.

MINIMIZING EMOTIONAL STRESS: It has been known since Dr. Ramsay first described ME that something affects the way patients process emotion. Emotional stress, like physical and mental activity, leads to post exertional neuroimmune exhaustion. It is important that every effort be made to avoid stressful situations.

Practical Application: If a topic on the agenda is likely to be contentious, it is recommended that a working meeting take place to provide an opportunity to further discuss in a less stressful setting. Working meetings shall take place in order to provide everyone the information needed in a timely manner before a board meeting vote. Attendees of the meeting will be aware of the danger to ME patients and maintain the goal



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of keeping meetings on an even keel and tabling discussions that endanger ME patient's health.

SHORT TERM MEMORY AFFECTING ABILITY TO COMMUNICATE: Email discussions between multiple parties are difficult to process and inefficient.

Practical Application: The use of the Google doc platform shall be used whenever possible to minimize the challenges caused by the email trains.

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