

Area Meeting Facility Guidelines

For MLS Area Representatives

Area Representatives are encouraged to make contact with the facility where their respective Area Meeting will be held. The Area Representatives will be the main contact for the regularly schedule meetings.

If an Area Meeting is to be cancelled or rescheduled for a date that is not part of the normal schedule, then PLEASE let the facility know.

In the case of inclement weather, MetroTex will follow the school district for that area and cancel any Area Meeting if the ISD for that area has cancelled regularly schedule classes. Again, the facility needs to be made aware of the cancellation.

The Government Affairs department will need to be involved anytime a city or government official is proposed as a speaker.

If there is a change in the Area Meeting location, then MetroTex staff must be notified so that proper pricing in accordance with the Area Meeting budgets can be considered.

Only MetroTex Staff members are authorized to handle items that require a signature, involve finances or have legal implications.