



Cancellation of MHLS Sponsored/Hosted Events due to Hazardous Weather

1. MHLS sponsored events scheduled to be held in the MHLS Auditorium or MHLS Conference Room may be canceled or converted to online events up to 24 hours prior to the event due to hazardous weather. Cancellation due to hazardous weather will occur based on a Weather Advisory, Watch, or Warning issued by the National Weather Service <http://www.weather.gov/>.
2. MHLS sponsored events will be canceled or converted to online events if MHLS staff determine a Weather Watch, Advisory, ~~Watch~~, or Warning reports the prediction of hazardous weather:
 - A. At the date/time of the event for the county in which the event is being held; or
 - B. At the date/time of the event for any two (2) of the five counties or an area equal to or greater than two of the five counties in the MHLS service region.
3. Hazardous weather events, as defined by the National Weather Service, that will result in the cancellation or conversion to an online event of MHLS sponsored/hosted events include but are not limited to: Winter Weather Advisory; Ice Storm Warning; Winter Storm Watch; Winter Storm Warning; and Blizzard Warning.
4. Participants in MHLS events should follow hazardous weather information issued by the National Weather Service and act according to this policy regarding event attendance.
5. In the case of the cancellation or conversion of an on-site MHLS event, MHLS staff will attempt to notify persons planning to attend the event including posting cancellation information on the MHLS homepage, the MHLS Notices List and emailing registrants using the email address used upon registration.
6. In the case participants paid an event fee, and the event is not able to be converted to an online event or rescheduled, participants registered will be eligible for a refund.
7. The Chair of the Directors Association will cancel on-site Directors Association meetings, as per the Bylaws of the Directors Association, and will provide notice to Directors Association members regarding the cancellation of Directors Association meetings. The Chairs of Directors Association committees will cancel their on-site committee meetings and will provide notice to their committee members regarding the cancellation of committee meetings.
8. Definitions:
 - A. MHLS Events – Include but are not limited to: (1) professional development and continuing education classes; and (2) MHLS Board meetings and Board committee meetings.

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B. Winter Advisories Issued by National Weather Service

<http://www.weather.gov/lwx/WarningsDefined#Winter Storm Watch>

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Cancellation of MHLS Sponsored Events Not Due to Hazardous Weather

MHLS may need, on occasion, to cancel an event due to circumstances other than hazardous weather. In those cases, MHLS will attempt to notify persons planning to attend the event including posting cancellation information on the MHLS homepage, [the MHLS Notices List and by emailing registrants using the email address used upon registration.](#)

[Approved by the MHLS Board of Trustees: ~~Established~~ 2015;](#)

Revised [by the MHLS Board of Trustees: October 2016; \[DATE\]](#)