

NAMSS POLICIES AND PROCEDURES

POLICY NAME: NAMSS BOARD OF DIRECTORS MEETING AGENDAS – PREPARATION AND DISTRIBUTION

Number: Administration 100.10

Effective Date:

POLICY STATEMENT:

The agenda for NAMSS Board of Directors meetings shall be prepared and distributed by the Executive Office after review and approval of the NAMSS President no later than 3 days prior to the meeting.

PURPOSE:

To determine specific topics to be addressed by the Board of Directors and ensure adequate notice.

PROCEDURE:

The NAMSS Executive Office will recommend and discuss agenda items with the NAMSS President and present a draft agenda for review. After review and approval of the draft agenda, the Executive Office will distribute it to the NAMSS Board of Directors prior to the upcoming meeting.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	Email agenda to members of the NAMSS Board of Directors

Amended Date	Bylaws Committee Review Date	Board Approval Date
	1/17/07	11/19/08

POLICY NAME: NAMSS BOARD MEETINGS

Number: Administration 100.20

Effective Date:

POLICY STATEMENT:

The Board shall establish a schedule of regular meetings for the fiscal year.

PURPOSE:

To determine the scheduling, frequency and location of meetings, and the process used for requesting special Board meetings.

PROCEDURE:

1. Face to face Board meetings are held at least three times per year including, once in conjunction with the annual meeting of state leaders and NAMSS Board and once in conjunction with the Annual NAMSS Conference and Exhibition.
2. Conference call meetings may be scheduled by the Executive Committee as needed.
3. A special meeting of the Board of Directors may be called by a majority of the Executive Committee or by the written request of any eight (8) voting Directors. The President may determine if the special meeting will be conducted face-to-face or by conference call.
4. Notice of any regular or special meeting of the Board of Directors shall be given at least ten (10) days prior to the meeting.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
NAMSS Bylaws	Article 7, Section 5
Pertinent documents or other policy/procedure	
Communication Methodology	Printed and email notices will be extended to Board members at least 10 days prior to scheduled meetings

Amended Date	Bylaws Committee Review Date	Board Approval Date
	1/17/07	11/19/08

POLICY NAME: PARLIAMENTARY AUTHORITY

Number: Administration 100.30
Effective Date:

POLICY STATEMENT:

The Board of Directors shall establish the parliamentary authority for conducting the business of NAMSS.

PURPOSE:

To ensure the orderly conduct of business by the NAMSS Board, its committees, and assigned work groups.

PROCEDURE:

1. General rules applicable to all meetings.
 - A. All members have equal rights, privileges and obligations within the parameters of the Bylaws
 - B. The majority vote decides. Unless otherwise stipulated by the Bylaws or policies
 - C. Full and free discussion of every proposition presented for decision is an established right of members
 - D. All meetings must be characterized by fairness and good faith

2. For committees/task forces of less than twenty (20) members, with the exception of the Board of Directors, it is not necessary to follow formal rules of order unless the Committee Chair or Board of Directors deems it. For example:
 - A. Members are not required to obtain the floor and can make motions or speak while seated
 - B. Motions need not be seconded
 - C. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained (unless the group has adopted a rule to the contrary)
 - D. The chair need not rise while putting questions to vote or speaking
 - E. Subject to rule or custom within the particular group, the chair usually can make motions and usually votes on all questions

3. For committees/task forces larger than twenty (20) members and the Board of Directors, the rules contained in the most current edition of *Robert's Rules of Order (Newly Revised)*, shall govern conduct of the meeting. The NAMSS Secretary shall serve as Parliamentarian.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
NAMSS Bylaws	Article 7, Section 8
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
	1/17/07	11/19/08

POLICY NAME: REMOVAL OF OFFICERS/DIRECTORS

Number: Administration 100.40

Effective Date:

POLICY STATEMENT:

Any Director or Officer may be removed from office by an affirmative vote of eight (8) voting members of the Board of Directors whenever in the Board's judgment the best interests of NAMSS will be served by such removal. Any Director or Officer who has been recommended for removal shall be entitled to reasonable advance notice of the basis for same and the opportunity to submit a response to the Board prior to the Board's action on the matter.

PURPOSE:

To delineate a process for removing Officers or Directors who are unable or unwilling to perform the functions and responsibilities of the position.

PROCEDURE:

1. Requests to remove an individual from office must be made in writing and include documentation to support the premise that the best interests of NAMSS would be served by the removal of the individual from the Board.
2. Upon receipt of the request, the Board shall take action on the request at either a special meeting (face-to-face or conference call) or its next regularly scheduled meeting and shall consider whether the best interests of NAMSS will be served by removal of this individual.
3. The individual who is the subject of the request shall be allowed to provide documentation to refute the request and present that information to the Board. After presenting the refutation and addressing any questions of the Board members, the individual will be excused from the meeting.
4. After careful consideration of the facts, a written vote, or a roll call vote for a conference call meeting, for removal shall be taken. Removal from office may be undertaken only when eight (8) or more of the voting members agree to such action.
5. The individual will be promptly notified of the action taken by the Board.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
NAMSS Bylaws	Article 7, Section 9
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
	1/17/07	11/19/08

POLICY NAME: VACANCIES IN OFFICER AND BOARD POSITIONS

Number: Administration 100.50

Effective Date:

POLICY STATEMENT:

A vacancy in the office of the President shall be filled by the President-Elect. Vacancies in any other Officer or Board position shall be filled by appointment of the Board upon recommendation of the President.

PURPOSE:

To ensure Board functions and responsibilities are not hindered by the voluntary or involuntary resignation of an officer or member of the Board.

PROCEDURE:

1. Should the position of President be vacated prior to the expiration of his/her term of office, the President-elect will immediately assume the position, complete the unexpired term, and then assume his/her own term of office.
2. Should the position of President-Elect be vacated due to the President-Elect assuming the office of President, the position will not be filled until the usual annual election of officers.
3. Should the position of Immediate Past President be vacated prior to the expiration of his/her term of office, the position will be filled by the most recent past president who is willing and able to complete the term.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
NAMSS Bylaws	Article 7, Section 10
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
	01-17-07	11/19/08