

Board Meeting Standing Rules:

1. Types of meetings
 - a. **Face-to-Face Meetings:** meetings in which board members and committee chairs. Members are invited to observe and contribute to discussions, but may not vote. The location of face-to-face meetings should be rotated to different regions of the SCRID territory. A free 1.5 – 2.0 hour workshop is often provided to encourage members to attend.
 - b. **Electronic (Distance) Meetings:** to be held by video conference, text chat or phone (using video relay service for board members or committee chairs who require American Sign Language to participate in the meeting).
 - c. **Special Meetings:** to address matters which require board attention in a timely basis
 - d. **Executive Session:** to address member, committee chair or board member matters of a sensitive nature. Meetings notes may be taken, but should not be published. Any decision that results from this meeting that affect a member or the membership should be published within 1 week of the meeting.

Number of meetings per year:

1. **Face-to-Face Meetings:** Four quarterly meetings per year (the annual board meeting to be held on the same day as the annual membership meeting)
2. **Electronic (Distance) Meetings:** Five meetings to be held between face-to-face meetings. Below is a suggested annual schedule of board meetings:
 - June - face-to-face (General Membership Meeting/Annual Board Meeting)
 - July – e-meeting
 - August – no meeting (National or Regional RID Conferences)
 - September – face-to-face
 - October – e-meeting
 - November – e-meeting
 - December (no meeting)
 - January – face-to-face meeting
 - February – e-meeting
 - March – e-meeting
 - April – (no meeting)
3. **Special Meetings: as needed**
4. **Executive Session: as needed**

Announcing meetings

1. **Face-to-Face Meetings:**
2. **Electronic (Distance) Meetings:**
3. **Special Meetings:**
4. **Executive Session:**

Interpreting services:

2. Meetings in which interpreting services are required must be requested two (2) weeks in advance and approved by the board.
3. Presence by way of phone or other technology which requires the use of an interpreter must be requested two (2) weeks in advance.

Motions:

2. Who may make motions:
 - a. Motions may be presented (“moved”) only by officers.
 - b. Committee Chairs who wish for a motion to be considered by the board may “author” the motion and request an officer to present it to the board as motion-maker (see below under #5 - “motion format”).

- c. Members who are not board members or committee chairs may not present motions before the board. However, they may contact members of the board for their concerns to be addressed. The board member may then choose to create and present a motion to the board to address the member's concern.
 - d. Motions should be presented to the board (officers) no later than **10 days** prior to board meetings. Officers should provide feedback and suggestions to the author prior to the submission date of **5 days** prior to the meeting.
3. Nature of motions before the board (list does not include all motions which can be considered by the board, but can serve as a guideline):
 - a. To approve the annual budget
 - b. To approve appointment of board members by the president
 - c. To remove board members for cause
 - d. To approve the establishment or dissolution of standing, ad hoc committees or task forces by the president
 - e. To approve of appointment or removal of committee chairs by the president
 - f. To approve of expenditures of more than \$25.00 that are above and beyond the approved budget
 4. Presentation of motions to the board:
 - a. Motions must be presented to the board and relevant committee chairs prior to the board meeting in which it is to be considered.
 - b. The board members shall contribute to the discussion by providing opinions and relevant information to the issue.
 - c. Further discussion for motions for consideration during board meetings will be limited to X statements in support and X statements in opposition to the motion.
 - d. Refer to Robert's Rules of Order for any rules that are not included in this manual for motions.
 5. Motion Format
 - a. Motion language
 - i. "That the SCRID Board (add motion here)."
 - ii. The motion should be no more than 2 sentences long
 - iii. Motions that approve of expenditures should include a maximum dollar amount
 - iv. Include the motion maker (board member), and author (board member or committee chair).
 - v. The secretary will add the seconder to the motion as part of the meeting minutes
 - vi. The secretary will record Ayes/Noes/Absentions (X/X/X) to be included as part of the meeting minutes
 6. Process for handling motions in meetings:
 - a. Introduction of the motion: The presider of the meeting shall read the motion number and text of the motion (not the background or rationale).

Reports (Board members and Committee Chairs):

1. Reports must be submitted to the president and secretary **5 days** prior to the board meeting.
2. Reports must be published on the website under the member/chair's "blog" or other location designated for this purpose **5 days** prior to the board meetings.
3. The secretary will include addendums to reports to be included in the meeting minutes.

Board Meeting Minutes:

1. Recording of the minutes will be conducted by the secretary.
2. Minutes draft will be distributed to the board and committee chairs via email no later than **1 week** after the date of the meeting. Each officer will review and either approve the minutes as received or offer corrections to the secretary no later than 2 weeks after the date of the meeting.
3. The final draft should be distributed to the officers no later than 3 weeks after the date of the meeting.

4. The final draft of the minutes will be published on the website on the website under the member/chair's "blog" or other location designated for this purpose **5 days** prior to the board meetings.