

SCRID Board Meeting Standing Rules

1. Types of meetings

a. **Regular Meetings (Bylaws Art V §8B):**

Regular meetings of the Board of Directors shall be held at least on a quarterly basis, at such time and place as fixed by the Board of Directors. The Board of Directors shall hold meetings as necessary. These meetings shall convene at times and places established by the President or a majority of the Board of Directors, and may take place in person, via phone or video conference, or by the use of other technology agreed upon by the Board of Directors. Announcement shall be provided to membership at least thirty days prior to such meetings. Procedures for conducting Regular Meetings are contained in the Policies and Procedures Manual.

- i. **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.
- ii. **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).

b. **Special Meetings:** To address matters which require board attention in a timely basis (**Bylaws Art V §8C**)

These may be called by the President or by any two Directors, with a majority vote of approval by the Board of Directors and may take place in person, via phone or video conference, or by the use of other technology agreed upon by the Board of Directors. Notification shall be given to the entire Board of Directors at least seven days prior to such a meeting. Procedures for conducting Special Meetings are contained in the Policies and Procedures Manual.

c. **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 Meetings notes may be taken, but should not be published.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 shared with the specific member or 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 – all regular and annual meetings shall be posted in the SCRID website calendar.

1. **Face-to-Face Meetings:** via membership database email and in social media using the event promotion policy; Leadership to receive reminders 7 days in advance via email
2. **Electronic (Distance) Meetings:** Leadership to receive reminders 7 days in advance via email
3. **Special Meetings:** Leadership to receive reminders 7 days in advance via email; SCRID membership to be notified when appropriate via email and social media 7 days in advance.
4. **Executive Session:** To be announced to the SCRID board as soon as possible via email.

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:

1. 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.
2. 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
3. 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.
4. 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
5. 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 of Directors 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.

Video Conference Protocol

A link to join the meeting will be sent to you prior to the meeting.

Test the link well in advance. You may have to download the software in order for your computer to be compatible with the site.

To participate, please log in at least 15 minutes prior to the meeting time. This will ensure you have ample time to correct any technical glitches before the meeting starts.

Participation protocol:

1. After you log in, please mute your microphone and video, except for the voice interpreter who may leave their mic on.
2. The presider of the meeting will be on-screen at all times.
3. Those attending the meeting may be asked to turn on their webcam momentarily for greetings and farewells.
4. To request the floor, open your webcam. Wait to be recognized. Once you have finished speaking, please turn off your webcam.
5. Use the chat window for side comments or questions. Comments should be restricted to business. Limit side conversations, emojis and jokes. Presider will review comments periodically during the meeting.

SCRID Language Usage Policy Proposal – Policies and Procedures Manual

The following policy was approved via Motion 20170513.1 at the May 13, 2017 annual SCRID membership meeting:

This "Language Usage Policy" shall be in effect whenever possible for all events, meetings, trainings, and other occasions as deemed to be SCRID activities by the SCRID Board of Directors. In our effort to be inclusive, we understand that there may be times when it is necessary to use interpreters/transliterators to allow for communication access when it would not be possible otherwise. [...exception examples and procedures to request an exception can be found in the Language Usage Policy section of the Policies and Procedures Manual].

SCRID Environmental Impact Policy

The following policy was approved via motion **20180825.3** on August 28, 2018:

In recognition of the importance of minimizing environmental impact and "going green," SCRID board reports, minutes, and other documents pertaining to face-to-face meetings of the membership and/or board shall be provided solely in digital format, save for the following exceptions, which shall also be provided in hard copy: meeting agenda; annual budget report. Notification shall be placed in all relevant promotional online resources stating that print-outs will not be provided, and including a link to the meeting documents page on the SCRID website.