

Policy Number: 001

Effective Date: 2/8/2018

## IYNA Meeting Policy

**Purpose:** To ensure that all members of the IYNA Board of Directors are actively participating in scheduled meetings

**Scope:** IYNA Board of Directors, CEO

**Responsible Party:** IYNA Board Chair, IYNA Governance Committee, IYNA Secretary.

### Definitions:

1. IYNA Board of Directors
  - a. All members of the IYNA BoD, regardless of whether the position is appointed or ex officio.
2. Secretary
  - a. The Secretary of the IYNA.

**Policy Statement:** The Board of Directors of the IYNA is tasked with the governance and creative leadership of the IYNA. In order to accomplish this, the IYNA Board of Directors must meet regularly via live video meetings to discuss plans and progress. In order for meetings to be productive, certain protocols must be followed.

### Procedures:

1. The IYNA Board of Directors is required to be timely and organized in attending and organizing meetings.
  - a. If you have agreed to be at a meeting, you must show up at that meeting. Neglect to do so will count as an unexcused absence.
    - i. If you are unable to attend the meeting, you must tell the board beforehand, unless either there is no cellular connection, or such communication would endanger your health (ex if you are driving). If this is the case, do NOT text anyone, but let us know as soon as you arrive at your destination. If you do not get your absence excused within 24 hours of missing a meeting, the meeting will be added to your record as an unexcused absence.
    - ii. The same protocol applies if you are late. You must additionally predict the time at which you will be arriving.
    - iii. If you are not at the meeting within 10 minutes of the start, you are considered late.
    - iv. Please note that constant requests for excused lateness/absence indicates a lack of effort, and will be investigated by the IYNA Board Governance Committee.
2. The IYNA Board of Directors will avoid disturbances during the duration of the meeting.
  - a. Meetings generally last anywhere from .5 to 2 hours. Please be sure to allot a chunk of free time for the meetings.

- b. Please use the restroom before the meeting begins, and if you need to use the restroom during the meeting, make sure to do so during a discussion that is less relevant to your job.
  - c. Please try to negotiate with family and friends to set meal times before or after meetings
3. Meetings will be organized by the IYNA Secretary
- a. The secretary will be prompt at arriving to ALL meetings (5 minutes early).
  - b. The secretary will schedule all regular meetings such that the maximal amount of members possible may attend.
  - c. The secretary will confirm attendance to all scheduled meetings.
  - d. The secretary will remind the IYNA Board of Directors of any scheduled meetings 24 hours beforehand through messaging AND email
  - e. The secretary will set up a minutes sheet for the meetings, and take notes for the meeting using said minutes sheet.
  - f. The secretary will then review all minutes for correctness and then sign off on them when they are approved by the Board of Directors.

**Excuses and Exceptions:** All lateness and absences must be excused by the Board Chair (or vice chair if the individual needing to be excused is the chair). All requests for an excuse must be filed within 24 hours of the incident. Requests filed after this point will not be approved without a board vote.