

2.2 BOARD MEETINGS POLICY

Policy #: 2.2
Original Policy Number: 300-1
Original Policy Created: 9-98
Date Reviewed: 8-07, 6-12, 4-14
Approved: 4-99, 10-07, 06-12, 4-14, 7-20

POLICY:

All Board meetings of the International Association of Forensic Nurses shall be held at specified times and places/virtual. These meetings shall be open to all members in good standing, except as hereinafter specifically provided. The Association will record all board meetings with written minutes and not keep audio or electronic recordings of meetings. Guests shall not make audio or electronic recordings of the meetings.

PURPOSE:

This policy shall seek to promote an open atmosphere with the general membership of the organization. The Association encourages and facilitates understanding the process, issues, values, philosophy and vision of the organization.

PROCEDURES:

Information regarding the scheduling and agenda items may be obtained from the Home Office. The information is also listed in the Member Only area of the website.

Closed sessions will be held whenever confidential or sensitive information requires discussion (e.g. personnel, legal, confidential, anonymous donors etc.). Time will be allotted during each monthly Board meeting for conducting closed session business.

Members that plan on attending the Board meetings will make the Home Office aware seventy-two hours before the meeting. A copy of the policy will be provided to the attendee prior to the Board meeting. Members that have not made their attendance known will only be admitted on a space available basis.

So that meetings may be conducted in the most orderly manner, discussion of agenda items will be limited to communications among board members and those individuals the president recognizes to speak. Visitors will be asked to refrain from taking part in the board's deliberations except upon request from the board, and otherwise not disrupt the board's work.

Addressing a meeting of the board

- Any individual or group wishing to address the Board of Directors must submit written notice of the request at least two weeks prior to the meeting date to the Board Office.
- The request must include a brief description of the specific matter to be addressed which can be included in the Board information package if approved by the President of the Board of Directors.
- The President will review the request and the group or individual will be notified no less than one week in advance of the meeting date as to whether the request can be accommodated and its appropriateness to be presented to the board. The President may refer requests to other committees.
- Presentations must be limited to a maximum of five minutes. If the address is based on the submission of a group, one person must be identified as the spokesperson for the group.
- Presentations may be declined. Reasons for declining a presentation may include a time restrictions, inappropriate or irrelevant content, etc.
- Presentations will usually be heard at the beginning of the meeting and will be noted on the meeting agenda.
- The board will receive agreed-to presentations but is not obligated to respond or take action on these presentations.
- A person or group may only address the board on a particular subject once during a 12-month period.