



## Colorado/Wyoming CCIM Chapter

### BOARD MEETING POLICY

#### **Executive Board Purpose:**

The governing powers of this chapter shall be vested in an Executive Board. The Executive Board shall supervise, control, and direct the affairs of this chapter and shall determine its policies or changes therein within the limits of its bylaws.

It is the responsibility of the Executive Board to represent the needs and interest of the organization, avoiding individual or personal interest.

#### **Executive Board Size and Compilation:**

The Executive Board must include at least 3 voting members other than the elected Officers, The Elected Officers should equal 4 (President, President-Elect, Treasurer/Secretary, and Past President); the number of Members-at-Large should equal 3, making a total of 7 Executive Board members. Compilation of Board should represent the demographic of the membership, e.g. representation from northern and southern Colorado and Wyoming, in addition to large and small brokerage entities, and non-brokerage members.

#### **Executive Board Anti-Trust and Conflict of Interest Adherence:**

The Executive Board members are responsible to strictly adhere to the Anti-Trust and Conflict of Interest Policies. In addition, the members are obligated to maintain the approved Code of Conduct contained within the Conflict of Interest policy.

#### **Executive Board Meeting Facilitation:**

The President is tasked with creating the agenda, disbursing the agenda to the Board members, and facilitating the Executive Board meetings. Per the Bylaws, the President must adhere to Robert's Rules of Order.

#### **Executive Board Meeting Voting:**

All voting members of the Executive Board have equal power to vote and no individual vote carries more weight than another, whether officer or member-at-large. A motion is considered approved with a majority vote.

#### **Executive Board Meeting Confidentially and Support:**

It is expected that motions passed receive the full support of the Executive Board members, Meeting topics, motions, and discussions are strictly confidential. At no time will a member of the Executive Board be permitted to communicate topics, motions, or discussions to any member or individual outside the Executive Board.

#### **General Meeting Frequency:**

The Executive Board shall meet no less than 4 times per year, and no more than 12 times per year. Meeting frequency is determined by the President, with support of the Executive Board. It is the responsibility of the incoming President to adequately communicate meeting frequency expectations to the incoming officer or member-at-large candidates prior to the candidate agreeing to serve.

**Emergency Meeting Frequency:**

It is the responsibility of the Executive Board to manage the daily business within the confines of the general meeting. However, from time to time, issues may arise that require attention prior to the next schedule meeting. The President may call up to 4 emergency meetings per calendar year, to be held in addition to the General Executive Board Meeting. An emergency meeting must be communicated 10 days prior to the meeting, and should meet the following criteria:

- Legal compliance
- Bylaw compliance
- Finance compliance
- Member benefit opportunities requiring time sensitive response

**Executive Board Meeting Length:**

Executive Board meetings should be no longer than 2 hours, with a goal of one hour.

**Executive Board Meeting Location:**

The President, with cooperation from the Executive Board, will determine the meeting location based on the compilation of the Executive Board, availability, and location of its members.

**Executive Board Meeting Agenda:**

The President is responsible for approving the meeting agenda. The agenda shall include (but not limited to) the following:

- Minutes from previous meeting
- Financial reports closing previous month
- Old business requiring closure
- New business

A consent agenda may be proposed to quickly and efficiently approve and/or accept any item. See the "Consent Agenda" policy for details.

**Executive Board Meeting Types:**

The Executive Board may conduct meeting in person, teleconference, combined in person & teleconference, or via E-mail.

- In Person/Teleconference: A member shall be considered in attendance whether they appear in person or teleconference.

E-mail: A member shall be considered in attendance by responding. Any motions passed during an E-mail meeting will be ratified during the next in person/teleconference meeting and captured in the minutes of that meeting.

**Executive Board Meeting Minutes:**

The Executive Board minutes will be created by the Executive Director and approved by the Secretary. The minutes should be approved within one week of the Executive Board meeting. Minutes are held by the organization and should not be posted for public or member viewing, but can be made available to members upon request.

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Approved: 6/25/2013

Revised: 1/22/15; 5/12/15; 7/23/15; 9/10/15; 1/19/16; 7/19/16