

BOARD POLICY
ATCHISON VILLAGE MUTUAL HOMES CORPORATION
AMENDED JULY 2021

1. Every new board member shall be given a copy of Board Policy (amended 2021) and a Board-approved summary or internet location of Roberts Rules of Order. All Board Members should follow Roberts Rules of Order on Parliamentary Procedures.

www.robertsrules.org

www.jimslaughter.com

2. Each Board Member should familiarize him or herself with the By-Laws, past motions, the Member, Labor and General Manager Contracts, and the Budget, Articles of Incorporation and Board Policy Documents. New Board Members should be provided with these documents either electronically or in paper form.
3. All meetings of the Corporation, including the Annual Meeting and meetings of the Board of Directors, may be conducted either in-person or on-line, as is determined by the President of the Board of Directors. In general, meetings should be held in person unless there is a health, safety or other compelling reason not to do so.
4. Board Members should be recognized by the chair of the meeting before speaking. Motions should be considered wisely before being made. If not thoroughly understood after discussion, motions should be tabled until the author of the motion can provide clarification.
5. A Sergeant at Arms may be appointed by the Board of Directors to maintain order at Board Meetings and General Meetings.
6. The chair of the Newsletter/Communications Committee, or his or her designee, shall act as Publicity Director to disseminate news of our Corporation to all news media.
7. Should the Members have any questions they wish to take up with the Board of Directors, they should feel at liberty to either write to the Board or appear at the meeting. They may address the Board during Open Forum. If they have written one or more letters and wish to address the Board, they must be present at the time their letter is listed on the agenda, and they may read and discuss their letter(s) for up to three minutes.
8. During discussions at in-person meetings, members should use the podium. During any meeting, members' comments are limited to a time determined by the chair of the meeting, typically one to two minutes.
9. A *ten minute* session after all the committee reports have been given will be allowed for comments from the Members.
10. All Board of Directors Meetings will be limited to two hours (7:30 – 9:30). The meeting can be extended by motion.

11. Spanish translation services will be provided at all official business meetings of the Corporation, including meetings of the Board of Directors and the Annual Meeting.
12. Board packets that include agenda, minutes and correspondence will be made available in the office for review by members. Copies can be obtained for 15 cents per face page. Electronic copies, if available, can be obtained for no cost.
13. The General Manager will draft a preliminary budget in the fall to be presented to the Finance Committee and the Auditing Committee for review before consideration by the full Board.
14. Motions passed by the Board concerning the duties of the Manager are to be provided to the Manager in written form.
15. All instructions to the Manager should be conveyed to the Manager by the President of the Corporation, or by the Vice President in the absence of the President.
16. The President's duty shall be to see that all policies of the Corporation shall be carried out.
17. All resignations from the Board must be submitted in writing, and any Board Member absent for more than three regular monthly meetings in one 12-month term will be considered automatically resigned.
18. Any committee chair or committee member who is incapable of performing his or her duties should resign, and a capable person should be appointed in his or her place.
19. The maximum time a president or vice president may serve is 10 annual terms or partial terms.
20. Any member, while serving on the Board of Directors, shall not accept any employment from the Corporation for financial remuneration.
21. The Board of Directors shall at all times uphold the Manager when s/he is exercising the authorities in the ownership contract, the Manager's contract, or any directives from the Board of Directors.
22. Letters specifying detailed requirements, including final sealed bid acceptance date, are to be sent out requesting bids on services and/or equipment desired by the Corporation if the expected cost is more than \$10,000.
23. There shall be an annual anniversary membership celebration to be held on the most convenient date near February 28th of each year.
24. Officers and other members of the outgoing board will arrange a meeting with incoming board members to brief them on legal and personnel matters before the Corporation. All outgoing and incoming board members will be invited.
25. These rules to follow through to each succeeding Board except as amended by that Board, consistent with AV governing documents.