



**New England Association of Parliamentarians
Operating Policies & Procedures**

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Chapter 1 – Finances

1.1 Expense Reports

All requests for reimbursement shall be itemized on the form established by the treasurer. Each report shall be signed by the officer or chairman responsible for that expenditure and signed by an authorized officer. The authorized officers shall be the president, or the treasurer for any report of the president.

When conducting business of NEAP, officers shall be entitled to mileage reimbursement at the current business rate established by the IRS, plus any tolls, fees and parking, up to \$75 round-trip. If business requires an officer to be away from home, an officer shall be eligible for per diem of ninety dollars (\$90) for days of meetings to defray the cost of lodging and meals.

1.2 Budget

The treasurer shall prepare a budget based on forecasted membership dues, meeting and educational program income, officer travel, and other income or expense categories as deemed necessary. The budget shall be adopted no later than November 30 for the following fiscal year.

1.3 Authorized Signers

The president and treasurer shall be signatories on all association financial accounts. Disbursements greater than \$250.00 shall be signed by both the president and treasurer except if the disbursement was specifically authorized by the board of directors

1.4 Dues Renewals

The treasurer shall send all affiliate members and provisional an invoice for membership dues no later than December 15 each year with the due date of January 1. Members with an e-mail address on file with the secretary shall have this invoice sent electronically.

Any member or provisional who pays dues directly to the treasurer and is subsequently required to pay dues to NAP Headquarters for the same membership year shall be issued a refund of the excess dues once the treasurer receives the excess payment from NAP.

1.5 Duties of the Treasurer

The treasurer shall be responsible for:

- A. submitting all books and records to the audit committee
- B. purchasing the incoming president's pin and outgoing president's gift
- C. notifying NAP Headquarters of the current dues amounts for all member classifications by October 1.

Chapter 2 – Records

2.1 Distribution of Records

- A. Membership meeting minutes shall be made available to the board within 30 (thirty) days of the meeting adjournment.
- B. Board of directors minutes shall be made available to the board within 10 (ten) days of the meeting adjournment.
- C. One copy of minutes from the board of directors and membership meetings shall be maintained in separate files by year. A summary of actions adopted by either the board or membership shall be maintained in addition to these minutes.

2.2 Record Retention

- A. A permanent record of all minutes shall be maintained by the secretary. The secretary may establish an electronic means of archiving NEAP's records.
- B. The treasurer shall maintain all necessary financial records, including ledgers, tax returns, financial statements, and related expense reports and expenses. The treasurer may establish an electronic means of archiving NEAP's financial records. Ledgers, tax returns, and financial statements shall be retained permanently. Expense reports and related receipts, invoices, and check copies shall be kept for seven years.

Chapter 3 – Board of Director Meetings

3.1 Attendance

Any NEAP member or NAP board of directors member may attend a board meeting as an observer except when the meeting is conducted in executive session. Notice for meetings will be posted on the website once the time, date, and location are established.

3.2 Special Rules of Order

- A. The board of directors may suspend and operational policy and procedure by a two-thirds vote regardless of whether the rule being suspended has application outside a meeting.
- B. Known items of business which may be presented at board meetings shall be given to the president in advance of the board session to facilitate planning of the board meeting. This shall not pertain to items of new business which incidentally arise from business conducted at the board meeting.
- C. The board of directors may postpone matters to its next session even though the time between these sessions may exceed a quarterly time interval.
- D. The name of the member making a motion shall not be recorded in minutes.

3.3 Electronic Meeting Special Rules

- A. For an electronic meeting, the chairman, secretary, or designated facilitator by the chair shall schedule the Internet meeting service and linked teleconference availability to begin no less than 15 minutes before the scheduled start of each meeting. The notice to the meeting will include the necessary to connect to the Internet meeting service and a back-up to VOIP audio so a board member can participate aurally by telephone.
- B. Board members shall make every effort to sign into the Internet meeting service sufficiently in advance of the time of the meeting to ensure that the hardware and software is working.

- C. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting, provided that at least a quorum of board members were connected and adequately able to participate. Board members shall maintain aural participation either through the use of the board member's computer microphone and speakers through the Internet meeting service or through the linked teleconference service.
- D. Board members shall identify themselves by full name as required to sign into the Internet meeting service.
- E. The chair may cause or direct the temporary disconnection or muting of a member's connection if it is causing undue interference with the electronic meeting. The chair's decision to do so, which may be subject to an undebatable appeal, shall be recorded in the minutes.
- F. Members shall seek recognition by using the hand icon. Upon being recognized, the member shall enable his or her webcam and microphone.
- G. When feasible, the webcam of the chair shall be displayed throughout the meeting.
- H. A board member who intends to make a motion under the rules which may interrupt a speaker may enable his or her webcam and microphone.
- I. All members shall attempt to write motions in the chatroom window so all members can understand the motion.
- J. All votes shall be taken by the electronic voting feature of the Internet meeting service unless otherwise ordered by the board. All votes taken with this feature shall be considered a counted vote.

Chapter 4 – Meetings and Events

4.1 Registration Fees

All members, except the president and a designated NAP representative, shall pay any applicable registration fees. The president may invite special guests to the meeting who shall be exempt from any fees.

4.2 Procedures

The call to meeting shall include a registration form and tentative meeting schedule and shall be sent by the program committee chairman. The chairman shall be authorized to receive annual meeting fees and to submit them to the treasurer for deposit.

4.3 Budget

The treasurer and program committee chairman shall work together to establish an event budget based on forecasted attendance. The budget shall include reasonable expenses, including one night's accommodation for the committee chairman and an NAP representative.