

**USFHA POLICY: IV-1.1**

**DATE OF ISSUANCE:** December 1, 2008

**SUBJECT:** Meeting Procedures

**APPLIES TO:** Members of the Board of Directors, USFHA

**AUTHORITY:** Board of Directors, USFHA

**PURPOSE AND FUNCTION:** Govern the conduct of meetings of the Board of Directors, USFHA

**POLICY:**

1. Meeting Procedures.
  - a. The meetings shall be conducted in accordance with:
    - i. Colorado Non-Profit Corporation Act.
    - ii. By-Laws of the USFHA.
    - iii. Policies of the United States Olympic Committee (USOC). See USOC Policy VIII-1, dated 10-25-2001.
    - iv. Generally accepted democratic principles.
  - b. Procedures not specifically covered by the items in 1.a. above shall be covered by Roberts Rules of Order, Newly Revised, 10<sup>th</sup> Edition.
2. Scheduling of Meetings.
  - a. The Board of Directors may meet up to four times per year.
  - b. The date(s) and site of the meeting shall be determined by a vote of the Board.
  - c. USFHA staff will secure the meeting facility and make all meeting arrangements.
  - d. Staff shall notify Board members with regard to meeting information within 45 days of the meeting.
  - e. Regular Board meetings shall be scheduled six months in advance of each meeting.
3. Required Attendance.
  - a. Attendance is governed by Section 5.5 of the By-Laws.
  - b. Directors who are Athlete Members are exempt from this policy if their absence from Board Meetings is due to National Team training or competitions. Meetings shall be scheduled to maximize the participation of Athlete Members.
4. Meeting Agenda Development Procedures.
  - a. The administrative staff assistant to the Board shall issue a call for agenda items to the Board 45 days in advance of the meeting.

- b. Board members shall submit their agenda requests to their respective committee chair, within the time frame specified.
  - c. Each committee chair shall submit requested agenda items to the administrative staff assistant, with a copy to each Board member, by the date specified.
  - d. The Chair and Secretary shall order the agenda, jointly.
  - e. Staff shall send Board members a copy of the agenda, sent to arrive ten business days in advance of the meeting.
  - f. Any agenda item having financial implications shall be reviewed by the Finance and Audit Committee prior to being considered for vote.
5. Meetings Minutes.
- a. The Secretary shall be responsible for the preparation and distribution of the meeting minutes.
  - b. The Secretary shall be responsible for recording the proceedings of all meetings of the Board or Executive Committee.
  - c. Draft minutes of meetings shall be distributed to Board or Executive Committee members within fourteen days of the scheduled date of the meeting to which the minutes pertain.
  - d. The Secretary may request the assistance of the Staff to prepare recordings of the meetings and draft minutes and assist with distribution.
6. Open Board Meetings and Invited Guests.
- a. Board meetings shall be open to USFHA members and invited guests, unless specifically closed for reason by Board vote.
  - b. Noticed announcement of invited guests recommended by a majority vote of a committee who will address the Board and/or participate in Board discussion of an agenda item or issues shall be provided at the same time as the noticed agenda, at least 14 business days in advance of the meeting. Notification includes time, reason, cost and identification.
7. Board of Directors Contact with Staff.
- a. Contact of any USFHA staff member by Board members must be initiated through the Executive Director.

**Approved By: USFHA Board of Directors**

**Date: December 1, 2008**