

POLICY NUMBER: 3002
POLICY TITLE: Board Directors Rules of Conduct & Decision Process
CLASSIFICATION: Board

DATE(S) AMMENDED/APPROVED: February 16, 2021; August 17, 2015; June 21, 2022;
January 14, 2025
NEXT REVIEW DATE: 2027

PURPOSE:

POLICY:

Establish rules of conduct and an efficient and effective process of decision making.

PROCEDURE(S):

The Board of Directors shall follow the Rules of Conduct when analyzing budget items, policy items, or position statements. The CAHIP Rules of Conduct include the following:

1. Review written report provided by whole committee/s describing the project or purchase with goals, coordination with staff and determination of timelines, budget, workflow, dissenting opinions and why. Review other committees or staff that may need to be involved or impacted by project or purchase. We will start and end our meetings on time, based on the agenda and will articulate a valid purpose for each meeting.
2. We will be familiar with, and knowledgeable of CAHIP's bylaws and P & Ps.
3. We will keep CAHIP's mission and strategies in mind at all times.
4. We will have a complete agenda and strive to distribute it with timelines, background materials and topics 5 to 7 days in advance, so all involved will be informed by the time of the meeting.
5. We will outline an action plan (who/what/when) and follow it through to completion and distribute/communicate the results to the members.
6. We will have no additional communication or distraction during the meeting. Once a decision has been made, we will strive not to re-vote.
7. The Board of Directors shall act as a body; while individual opinions are encouraged, once a vote has been taken, all members of the Board will actively and publicly support the decision, regardless of his/her personal feelings.
8. The chair position will be respected, and the chair will actively use his/her authority to advance the meeting, using the standard rules of order.
9. Committee members will communicate the results of the meeting, including context of the decisions, to the membership.
10. We will hold ourselves and our peers on the board/committee accountable to following these rules.
11. We will adopt Robert's Rules of Order for conduct during meetings.

FINANCIAL IMPACT:

None.