

BOARD POLICY
ATCHISON VILLAGE MUTUAL HOMES CORPORATION
AMENDED OCTOBER, 2012

1. Every new board member shall be given a copy of Board Policy (amended 2012) 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 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. Board Members should not discuss any subject with any other Board Member or visiting Members present, without first addressing the chair as “Mr. President”, or through the chair as Mr. Doe.

4. Motions should be considered wisely before being made. If not thoroughly understood, motions should be tabled for further discussion. Amendments supersede a motion if it adds to the subject matter.

5. A Sergeant at Arms may be appointed by the Board of Directors to maintain order at Board Meetings and General Meetings.

6. The Board of Directors should create the position of Publicity Director and appoint a Board Member to that position to disseminate news of our Corporation to all news media.

7. Should the Members have any questions which 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 one letter for up to three minutes.

8. During discussions, members should use the podium and discussions are limited to a one minute time to speak.

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.

11. Board packets which include agenda, minutes and correspondence will be made available in the office for review by members. Copies can be obtained for 5 cents per face page.
12. The Board of Directors, Manager and the Auditing Committee are to sit with the Auditor at a Special Board Meeting for the purpose of setting up a preliminary budget.
13. Actions passed by the Board concerning the duties of the Manager are to be in written form.
14. 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.
15. The President's duty shall be to see that all policies of the Corporation shall be carried out.
16. All resignations from the Board must be submitted in writing and any Board Member absent for more than three meetings in one 12-month term will be considered automatically resigned.
17. Any committee chairman or committee member who is incapable of performing his duties should resign and a capable person appointed in his place.
18. The maximum time a president or vice president may serve is 10 annual terms or partial terms.
19. Any member, except the Secretary-Treasurer, while serving on the Board of Directors shall not accept any employment from the Corporation for financial remuneration.
20. The Board of Directors shall at all times uphold the Manager when he is exercising the authorities in the ownership contract, the Manager's contract, or any directives from the Board of Directors.
21. Form 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.
22. There shall be an annual anniversary membership celebration to be held on the most convenient date near February 28th of each year.
23. These rules to follow through to each succeeding Board.