

## **EXECUTIVE POLICIES**

### **DEPARTMENT of the PRESIDENT**

#### **1. BOG Manuals 8-05, 10-81**

Officers/directors are encouraged to use the web version of the BOG Manual; however, he/she may request a personal copy of the manual from the Secretary to the Board of Governors. Committee chairs must use the web version of the BOG Manual unless they are willing to cover the reproduction costs themselves.

#### **2. Draft Minutes 10-81**

The Recording Secretary shall prepare draft minutes and send the body of the Minutes, together with a list of the attachments, to the Board as soon as is practicable after the Board meeting. Comments should be returned to the Recording Secretary and the President within two weeks. The President will OK the draft minutes and corrections via telephone.

#### **3. Meeting Agendas 11-00**

The President will put the call out for agenda items to the Board of Governors a minimum of nine weeks before the next Board of Governors meeting. This call will include a deadline for agenda items to be received by the President one month after the call for agenda items.

The published agenda will be prepared and distributed to the Board of Governors a minimum of one month prior to the meeting. A copy of the agenda will also be sent to the NSS web master to be posted on the NSS web page. Copies will also be sent to the Chairmen of the Internal Organizations Committee and Conservation Committee, editors of the *NSS News* and *Journal for Cave and Karst Studies*, and Secretary to the Board. The President will publish revised agendas as changes are made to all those indicated in this paragraph.

The President will include all agenda items received. The President will contact the author of those motions that the President believes are contrary to the Constitution or Bylaws, detrimental to caves and Karst, or not in compliance with the goals of the Society. The President will communicate with the drafter and attempt to resolve the discrepancy. If the drafter wishes the item to remain on the agenda, the President, at his or her discretion may place a note on the agenda, with the motion, indicating the motion appears to fall in one of the above categories.

Every effort should be made to submit agenda items before the deadline, and at all times before the start of the meeting. Practical motions that could have been placed on the agenda in regular order should not be introduced as new business, but reserved for the agenda of a subsequent board meeting. Appropriate matters to introduce in new business are motions arising from board discussions of previous motions or discussions and questions that were not placed on the printed agenda as new business, but which the board believes are relevant to the agenda. In this

case, the motion may be introduced as new business following completion of the items on the printed agenda.

All motions on the published agenda will include the name of the board member introducing the item. If a proxy represents the board member, the motion will still carry the name of the board member and not the proxy. The exception to this rule is if the proxy is granted full proxy privileges and introduces a motion as stated in paragraph 4. In this situation, the proxy's name will be given with the motion he or she introduces.