

MICHIGAN ASSOCIATION OF OCCUPATIONAL HEALTH NURSES

BOARD PROCEDURES MANUAL A GUIDE FOR OFFICERS AND COMMITTEE CHAIRMEN

P R E S I D E N T

BYLAWS:

Article IV, Sec. 4, Officers, C

1. The President shall:
 - a. Be the chief executive officer and official representative of MAOHN.
 - b. Preside at all meetings of MAOHN and of the Board of Directors.
 - c. Perform duties as set down in the bylaws, standing rules, and procedure manual of MAOHN.
 - d. Appoint, subject to the approval of the Board of Directors: chairmen of unassigned standing committees as provided in these bylaws, a custodian for a term of two years, a registered or certified parliamentary, and all ad hoc committees.
 - e. Submit to the AAOHN Office written reports as requested by AAOHN.
 - f. Notify AAOHN in writing of the election or change in officers within thirty (30) days.

*Sue Fowler
Membership*

Article IV, Sec. 1, Composition

- C. Other members may be invited to attend the meetings of the Board of Directors by the President as provided in the standing rules.

Article IV, Sec. 3, Meetings

- B. Special meetings of the Board of Directors:
 1. may be called by the President.
 2. shall be called by the President upon request of two-thirds (2/3) of the members of the Board of Directors.

P R E S I D E N T

BYLAWS (cont.):

Article V, Sec. 3, Elections

B. Tellers

A Chairman of Tellers and at least three (3) other members shall be appointed by the President.

Article VII, Committees

- E. The President shall be ex-officio a member of all committees, except the Committee on Nominations.

SPECIAL RULES OF ORDER:

- SR-1 The presiding officer may participate in debate during meetings of the board of directors.

STANDING RULES:

- 1.01 A registered or certified parliamentarian shall be retained for all MAOHN board and membership meetings. The President, Custodian, Finance Committee, and the Bylaws Committee may request the services of the Parliamentarian.
- 1.02 With the approval of the President, an outside business may purchase mailing labels from the Membership Secretary for use in mailing material to MAOHN members.
- 2.01 The Immediate Past President, the Custodian, and committee chairmen may be invited to attend MAOHN Board of Directors meetings at the invitation of the President without the right to make motions or to vote. The Historian shall be invited to attend all MAOHN Board of Directors Meetings.
- 2.03 All board members are responsible to provide a report to each board of directors meeting, even if they will not be attending because of personal extenuating

P R E S I D E N T

STANDING RULES (cont.):

circumstances. Board members reports shall be mailed or sent via electronic communication to the MAOHN President approximately one week before a scheduled board meeting.

- 2.04 Certificates of Recognition and Appreciation shall be given to outgoing officers and others who have served MAOHN.
- 3.01 The expenses of the President to the AOHC which includes the AAOHN Annual Meeting and expenses of the President and one additional designee to the Conference of Leaders shall be paid by MAOHN if not paid by another source.
- 3.02 The MAOHN President and/or designee may attend a maximum of three (3) meetings, workshops, and seminars relating to occupational health or of primary importance to the chapter with expenses paid by the chapter if not paid by another source. Written reports of such meetings shall be made to the Board of Directors.
- 4.02 The annual conference chair shall be appointed by the MAOHN President and shall attend Board Meetings while the conference is being planned and shall submit a final report at the Winter Board Meeting.
- 5.13 The treasurer and the president shall each have a credit card in the name of the Michigan Association of Occupational Health Nurses. The treasurer may authorize, or in the treasurer's absence the president may authorize, use of the card.
- 9.01 All committees that are able to meet at the Board of Directors meeting shall contact the President for time needed for the meeting; this will be the same day as the board meeting; any projected expenses must be approved.
- 10.02 The Communications Committee Chairman and the president shall have control of the website. Access to certain information on the site shall be restricted to the board of directors and the parliamentarian only, as determined by the chairman and president.

PROCEDURES:

1. Appoint subject to the approval of the Board of Directors, the Directors to chairmanships of the following standing committees: Bylaws, Procedure and Policy; Communications; Education; Safety and Awards.

Note: Effective with the election in 2007 for officers assuming office on January 1, 2008, the Committee on Nominations nominee receiving the highest number of votes shall also serve as chairman of the Communications Committee.

P R E S I D E N T

PROCEDURES (cont.):

2. Appoint the chairman of any new standing committee created by the Board of Directors with the approval of the Board of Directors.
3. Fill vacancies in committee chairmanships.
4. Appoint a Custodian for a two-year period. Maintain or negotiate a contract with a certified or professional registered parliamentarian.
5. Appoint a Chairman of Tellers and at least three other members.
6. Appoint the Installing Officer for newly elected board members.
7. Develop and implement a formal board member orientation.
8. Provide at least one Board development activity per year.
9. Prepare detailed agendas for all meetings with assistance from the Parliamentarian as needed. Include "review of the strategic plan" on the agenda for each Board meeting. Also, place items on the agenda as follows:

March Board Meeting:

- a. Consideration of annual budget (January thru December).
- b. Goals and objectives for each committee.
- c. Announcement of Call for Nominees for AAOHN offices or positions.
- d. Appoint Conference Chair for the Annual meeting in two years.
- e.. Changes in dues structure.
- f. Bylaw amendment proposals

Fall (Pre-Annual) Board Meeting:

- a. Annual Board Report.
- b. Tellers Report.
- c. Historian's Report.

Post-Fall Board Meeting (with newly elected Board):

- a. New members welcome, including "Notification to Management" of elections.
- b. The bonding of financial officers.
- c. The place for deposit of MAOHN money.
- d. Approval of Presidential appointments.
- e. Call for new committee goals and committee membership to be reported at the March Board meeting.

P R E S I D E N T

PROCEDURES (cont.):

10. Notify the Secretary and Parliamentarian at least three to four weeks in advance of the details of the Board of Directors meetings.
11. Approve bills for payment under \$200, subject to ratification by the Board of Directors and authorize expense vouchers.
12. Sign checks in conjunction with the Treasurer.
13. Be ex-officio a member of all MAOHN committees, except the Committee on Nominations.
14. Encourage and be available for meetings to formulate new chapter organizations within the State of Michigan.
15. Utilize the services of the Parliamentarian.
16. Present Certificates of Recognition and Appreciation to out-going officers and others who have served MAOHN.
17. Encourage and nominate members to become candidates for AAOHN office.
18. Advise the Chairman of Tellers of all pertinent data for processing ballots and provide a copy of the Tellers section of this procedure manual (see letter which follows).

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PROCEDURES (cont.):

10. Notify the Secretary and Parliamentarian at least three to four weeks in advance of the details of the Board of Directors meetings.
11. Approve bills for payment under \$200, subject to ratification by the Board of Directors and authorize expense vouchers.
12. Sign checks in conjunction with the Treasurer. The President shall sign all checks issued for the amount of \$1,000 or more.
13. Be ex-officio a member of all MAOHN committees, except the Committee on Nominations.
14. Encourage and be available for meetings to formulate new chapter organizations within the State of Michigan.
15. Utilize the services of the Parliamentarian.
16. Present Certificates of Recognition and Appreciation to out-going officers and others who have served MAOHN.
17. Encourage and nominate members to become candidates for AAOHN office.
18. Advise the Chairman of Tellers of all pertinent data for processing ballots and provide a copy of the Tellers section of this procedure manual (see letter which follows).