

# TOTEM Board Policy:

## Section 1: TOTEM Board Conduct

1. All Board Members will conduct themselves in accordance with the following guidelines:
  - a. Be aware of your body language.
  - b. One voice at a time.
  - c. Be respectful: ask clarifying questions.
  - d. The boardroom is a safe space to disagree.
2. Board discussion during closed board meetings remains confidential unless agreed upon by the Board.
3. All Union Leave paperwork must be submitted to the TOTEM president within 24 hours after usage. Failure to do so may result in denial of leave.

## Section 2: TOTEM Board Meeting Conduct & Rules

1. TOTEM Members will be welcome during membership meetings.
2. Membership meetings will be held in rotation with closed meetings. Appropriate notice will be given for each on the TOTEM website.
3. Meeting minutes will be available for all meetings (excluding executive session) at the TOTEM Office. Members who wish to review meeting minutes may contact the Secretary to set up a time during normal business hours.
4. Nonmembers may join meetings if invited to by the Board, but they may not participate.
5. Members will be allotted time to speak during membership meetings. Directions for member conduct can be found in Addendum A.

## Section 3: Financial Decisions

1. Any costs outside operating expenses require written approval by the Treasurer. Operating expenses are defined as: dues, mileage, website and social media hosting, equipment repair, accounting expenses, office supplies, spring conference costs and affiliation fees.
2. The President is granted a discretionary fund of \$500. Board approval is needed for purchases above this limit which are not considered operating expenses.
3. No checks shall be signed by those to whom they are written.
4. The Treasurer is responsible for reconciling the bank statements monthly. The bank statements must be reconciled five (5) days prior to the next scheduled Board Meeting. If the Treasurer is unable to meet this deadline, the TOTEM Office Admin may reconcile the statements, after the Board Secretary opens and initials the statements.

## Section 4: TOTEM Members

1. "Member in good standing" shall be defined as a member who has made 3 dues payments.
2. Association Leave Requests other than those of Board Members, Employee Representatives or Negotiators must be reviewed and approved by the Board. Nonmembers are not eligible for Association Leave.

## Addendum A: TOTEM Member Meeting Rules

### **Welcome to the TOTEM Board Meeting!**

We are happy that you are joining us today. Below are some basic rules and aids to navigate the board room during meetings of the TOTEM Board, as discussed and agreed upon by your TOTEM Board members.

#### **Audience Participation**

The TOTEM Board welcomes members to observe and contribute to our meetings, but to be productive, our meetings must be structured and civil. You are welcome to ask questions during regular business if it relates to the business at hand. The Board will be happy to answer questions.

**Member's comments:** If you are here to participate in member comment outside of the agenda, you will be able to do so during the section titled "Good of the Membership." You will have three minutes to speak, time permitting. Each person is allowed one opportunity to speak on a TOTEM issue. When 30 seconds remain, a bell will ring to inform you so that you can finish your sentence.

During "Good of the Membership," Board members may or may not be able to immediately answer questions, but will work to follow up if necessary.

#### **Rules of the Boardroom**

**Do not attack a member's or speaker's motives.** Speakers may point out what he/she believes to be the natural consequences of a Board action, but may not engage in speech that personally attacks others.

**Refrain from disturbing the meeting.** No cheering, applause, or outbursts. Attendees will not be permitted to interrupt the business of the TOTEM Board.

**No profanity or foul language.** There is no place in a TOTEM meeting for profanity or swearing.

**No waiving signs, fliers, or posters.** If you have handouts you wish to share with the TOTEM Board, please submit them to the Secretary 48 hours prior to the meeting. If your submission is late, it will be moved to the next membership meeting.

The TOTEM Board has a duty to enforce these rules of civility and decorum. As such, speakers may be ruled out of order for violation of these rules. Anyone who does not adhere to these rules and fails to conduct themselves in a civil manner may be removed from the meeting.