

## **YNA Board Member Guidelines**

### **Approved April 8, 2015**

1. **Elections:** Board members are elected at the Annual General Membership meeting, usually held in January. The Board can choose to add members during the year. This requires:
  - a. Nomination by a current Board member.
  - b. Nominee must have attended two meetings, board or general, and one of these may include the meeting at which they are elected.
  - c. Must be elected to the Board at a Board meeting if there is no regularly scheduled general neighborhood meeting.
2. **Public Spokesperson:** The YNA President is the spokesperson for the organization, with the Vice President substituting when needed. Other officers and board members may also be assigned as spokespersons.
3. **Attendance** at meetings:
  - a. Officers should attend 8 out of 12 meetings per year; can miss 4 meetings. Family emergencies or health reasons are the exception.
  - b. Other board members should attend 50% of the meetings (or 6 per year).
4. **Board meeting protocol:** Notify the President if you will miss a meeting so that we can anticipate quorum issues. Please be on time to board meetings. Read materials prior to meeting and come prepared for discussions. Robert's Rules of Order are "loosely" used.
5. **Committee Work:**
  - a. Board members are obligated to chair a committee or serve on a committee; or serve as a representative, as agreed by the Board, to an external organization. (Examples: MNAC or Campus Community Coalition)
  - b. Oversight of a major project can substitute for committee membership. (Examples: Dumpster Day, Annual Picnic, Holiday Party/Wagon Ride)
6. **Newsletter Distribution** – All board members assist in the distribution of the newsletter, unless unavailable to assist for a really good reason.
7. **Newsletter Production:** All board members contribute to the production of the newsletter in some way by writing articles, soliciting advertisements, photography or other support.
8. **Official documents** that represent or obligate the YNA are to be signed by an Officer, as designated by the President.