

GUIDELINES FOR EXECUTIVE BOARD MEMBERS (EB)

1. The EB must represent the interests of the RMDS and Chapters
2. The EB must make decisions to enhance RMDS's mission and for the benefit of the membership as a whole.
3. The EB shall attend all Board meetings and conference calls, and participate in electronic correspondence and voting.
4. The EB must arrive at meetings prepared, having read supporting material, ready to engage in thoughtful discussion.
5. The EB must actively participate in discussion.
6. The EB must encourage and respect the input of all Board members.
7. The EB must promote Board unity and confidence.
8. An EB member must inform the Board if he/she feels that an issue presents a conflict of interest for any Board member. Board members should not participate in voting decisions where there is a conflict of interest.
9. The EB must recognize that the President is the official spokesperson for the EB.
10. The EB must keep sensitive EB information confidential. The need for confidentiality shall be as determined by a majority of the Board or as directed by the President.
11. The EB must enhance RMDS's public image.
12. The EB must encourage membership in RMDS.
13. The EB must respond promptly to RMDS-related correspondence and telephone calls.
14. The EB must identify members with leadership ability as future Board members or Council and Committee Chairs.

MEETINGS AND COMMUNICATION

1. The RMDS Executive Board meetings will be as close as possible to the dates approved at the BOG.
2. Any written request for EB action must allow two weeks for the response from the postmark date, or seven days if sent by e-mail or fax. If the Executive Director or President sends a letter to the EB requesting a decision, and if two or more EB members object to the procedure, an extension must be granted for the Board to communicate and have ample time to respond. Results and comments from mail, e-mail or fax ballots will be furnished to the EB.

3. Minutes should be drafted by the Secretary or assigned RMDS staff as soon as possible after the meeting and reviewed by the President and Secretary. Ideally, this should occur within ten days of the meeting. After any correction to the minutes, the draft is submitted to the members of the EB for approval. Minutes may be approved via e-mail or at the next scheduled meeting. The approved minutes shall be published on the RMDS Web site.
4. Minutes will be prepared to include the following information and in the following format: Major points should be covered as well as dissenting views. Confidential or sensitive items may be recorded separately and circulated separately only with the approval of the President. EB members and guests present will be listed first, along with those members absent. "Excused" may be used for a member whose absence is unavoidable. When actions and votes are taken, the minutes must be clear as to the action and the actual vote. For example: It was moved by ___ and seconded by ___ that [description of motion]. Motion carried (unanimously, 8-2) or Motion defeated (2-8), etc. The number of abstaining votes should also be listed. At the member's request, the name of any abstaining or opposing member should be listed.
5. Persons invited in a consultant or advisory capacity may not vote. Invited guests may speak only at the request of the President and may not vote.
6. The minutes of any telephonic meeting must reflect that a meeting was held electronically.
7. Meetings may be tape-recorded, at the request of the Secretary, for assistance in preparation of the minutes.