

NAJIT POLICY ON BOARD COMMUNICATIONS AND MEETINGS

The NAJIT Board of Directors, wishing to follow best practices for nonprofit association leadership, hereby adopts the following guidelines for board communications and meetings.

1. Directors will represent the Association positively to business, industry, and fellow professionals, and will encourage colleagues to join the Association.
2. The official spokespeople for the Association are the Directors and the Executive Director.
3. In speaking with Association members, directors will always make a clear distinction between speaking personally, and describing and upholding the policies established by the board.
4. In replying to questions from the public and the membership regarding NAJIT policy, practices, or business, directors may reply directly if (a) the information requested is well established policy and free of controversy, (b) the information is readily available on the NAJIT web site or *Proteus*, or (c) the information is public as it pertains to the profession. Otherwise, they shall refer the question to the Executive Director, who will endeavor to provide a fully-cleared response as soon as possible.
5. Directors undertake to be thoughtful in their use of e-mail, recognizing that it is not a private channel of communication.
6. Directors shall refrain from sending an email message pertaining to NAJIT business to some, but not all, of their colleagues on the board of directors. Emails shall be transmitted either between two individuals, or to all the members of the board of directors and the executive director. In order to adhere to the Document Retention Policy, NAJIT business should be discussed through one of the established distribution lists where an archive is automatically created.
7. Directors agree to seek the sender's permission before forwarding e-mails on NAJIT business received from members of the Board of Directors or the Executive Director, unless such emails are clearly identified as being intended for wider distribution.
8. In-person committee meetings shall be conducted according to the guidelines contained in *Robert's Rules of Order*
9. Board meetings by teleconference will be scheduled at a time convenient to all members whenever possible. An in-person meeting will be held in conjunction with the annual meeting and educational conference. All other in-person meetings will be scheduled and announced in advance.
10. In meetings Directors undertake to listen respectfully to other points of view, to observe proper decorum, and to address all remarks through the chair.
11. Directors shall maintain the confidentiality of the details and dynamics of board discussions, as well as those items designated as confidential.

12. The Directors recognize that in a board of five persons, three members are a majority sufficient to conduct business. Board members who chance to be together at other conferences or events shall not hold discussions on NAJIT business of such a type that they constitute a meeting of the board of directors, unless all board members are present at the event in question.
13. Unless otherwise restricted by the certificate of incorporation or the by-laws, any action required or permitted to be taken by the board or any committee thereof may be taken without a meeting if all members of the board or the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the board or committee shall be filed with the minutes of the proceedings of the board or committee.

Approved by the NAJIT Board of Directors August 27, 2003