



## **NAHU Board of Trustee Rules of Etiquette**

1. Meetings will start and end on time. They will be based on an agenda and will articulate a valid purpose for each meeting.
2. NAHU's mission and strategies will be kept in mind at all times.
3. Agendas will be distributed with background materials, reports and topics 5 days in advance, so all involved will be informed by the time of the meeting.
4. Action plans (who/what/when) will be outlined and followed through to completion.
5. There is agreement among board members to eliminate non-relevant communications or distractions during the meeting.
6. Once a decision has been made, the item will be moved forward in a positive manner. There will not be continued re-discussion of the matter.
7. As a Board, we will speak with one voice. We do not propose actions in contrast to board or association position either to other members or non-members including on social media.
8. The chair position will be respected and the chair will actively use his/her authority to advance the meeting, using the standard Rules of Order.
9. All board members and staff will be treated, and will treat each other, with respect.
10. Emails will be respectful and consideration will be given when posting a reply, whether it needs to go to everyone or just the sender. For example, is a "Thank you" response necessary for the entire distribution or is it more appropriate for the sender alone.
11. Board calls are open to the membership. Those who want to observe or listen who are not on the Board, or are vice-chairs, should notify the President that they would like to attend.
12. Guests including vice-chairs will receive a copy of the agenda and will be placed on mute during the call unless the chair asks them to speak.
13. The members of this Board will hold themselves and their peers on the Board accountable to following these rules.