

# Procedural Handbook of The Board

## I. Introduction

This handbook provides the operational framework for The Board, the central governing body overseeing all student-led committees. It is intended to guide the day-to-day functioning of The Board in a clear and consistent manner, supplementing the official Charter without replacing or overriding it. The procedures outlined here apply to all officers of The Board and are designed to support efficient governance, ensure transparency, and maintain fairness in decision-making. This document may evolve as the organization matures, but its purpose remains to uphold strong leadership practices across all operations.

## II. Meetings and Operations

The Board meets weekly during the school year, with the day and time established at the start of each semester. The Chair is responsible for announcing any changes to the schedule in advance.

### Agenda and Structure

Each meeting follows a structured agenda. The Chair prepares the draft and distributes it at least 48 hours prior. The agenda includes the following:

- Call to Order
- Attendance and Quorum Check
- Officer Reports
- Committee Reports
- Old Business
- New Business
- Open Forum
- Adjournment

Any officer may propose agenda items to the Chair before the deadline. Urgent additions may be accepted by agreement at the start of the meeting.

### Quorum and Attendance

Quorum is defined as two-thirds of currently active officers, excluding Patrons. No official votes or decisions may be made without quorum. The Secretary maintains the attendance log.

Officers who miss more than two meetings in a term without notice may face temporary suspension or review. Repeated absences without justification may lead to a vote on removal, as defined in the Charter.

## Minutes

The Secretary records minutes of all meetings. These include a summary of discussion, decisions made, attendance, and results of any votes. Minutes are stored in the official archive and must be accessible upon request.

## III. Decision-Making Process

The Board uses structured motions and voting to reach decisions.

### Types of Motions

- Main motions: Introduce a proposal or action
- Amendments: Modify a current motion or document
- Procedural motions: Alter meeting structure, such as extending time or tabling a topic
- Urgent motions: Bypass standard agenda with unanimous consent

### Voting Procedure

Each voting officer has one vote. Motions must be seconded before proceeding to discussion and voting. Unless otherwise specified by the Charter, a motion passes with a simple majority of voting members present.

The Chair only votes to break a tie. The Founder may not vote unless designated as a voting officer under the Charter.

### Anonymous Voting

Any officer may request an anonymous vote. The Board may grant this by majority agreement. Anonymous voting is conducted using pre-printed ballots or secure digital tools. The Secretary and Chair jointly manage and report the results without disclosing identities.

### Deadlock

If a motion fails after two tied votes across consecutive meetings, it may be tabled or referred to a working group. The Founder may intervene only if the motion relates to organizational continuity or committee integrity.

## IV. Officer Roles in Practice

Each officer has formal responsibilities outlined in the Charter, but this section clarifies their practical expectations, interactions, and collaborations with other members and committees.

## President

Leads The Board with strategic vision. Works closely with the Chair and Vice President to set long-term goals, maintain direction, and ensure accountability. Regularly consults with committee leaders to stay informed on progress and concerns.

## Vice President

Manages Board operations. Coordinates logistics between officers, ensures projects stay on track, and may act as interim President if needed.

## Chair

Leads meetings, prepares agendas, and ensures structured discussion. Keeps sessions on time and ensures balanced participation. Coordinates with the Secretary to finalize minutes.

## Vice Chair

Assists the Chair and manages internal meeting flow. Handles administrative communications and moderates debates when needed.

## Executive Director

Ensures projects, timelines, and documentation are properly executed. Works across officers to assign tasks and follow up on resolutions.

## Director

Leads Board-initiated working groups. Oversees initiatives that do not fall under a specific committee but require action (e.g., launching a new student program).

## Secretary

Keeps all formal records. Tracks attendance, meeting minutes, voting results, and manages document distribution.

## Treasurer

Tracks participation, meeting attendance, and financial records. Collaborates with the Executive Director to maintain accurate budget logs and monitor committee requests.

## Chief Administrator

Oversees procedural compliance, ensures proper archiving, and enforces timelines for reports and proposals. May flag procedural concerns for Board review.

## Founder

Operates behind the scenes. Has limited day-to-day visibility but holds powers defined in the Charter. May issue guidance, oversee transitions, or intervene in crises if necessary.

## V. Appointment and Transition Procedures

This section outlines how officers are nominated, selected, and transitioned, incorporating the hybrid process of public participation and Board confirmation.

### 5.1 – Nomination Period

At the start of each semester or when a vacancy arises, a nomination period shall open for 5–7 school days. Students may nominate themselves or be nominated by others using a standard application. The Chief Administrator verifies eligibility based on academic standing and disciplinary history.

### 5.2 – Public Voting

After nominations close, the candidates appear on a public ballot. All students may vote, limited to one vote per open position. Candidate names are randomized. Each candidate may provide a short written statement. Voting remains open for 2–3 school days.

Active campaigning is prohibited. This includes, but is not limited to: distributing promotional materials (e.g., posters, flyers, merchandise); verbal or written statements encouraging others to vote for a specific candidate (except the official written statement submitted during the nomination process); promoting oneself or others on school property or social media; and organizing or participating in public events related to candidacy.

### 5.3 – Board Confirmation

The top candidate from each public vote is presented to The Board for confirmation. Confirmation requires a simple majority. If rejected, the next-highest vote recipient is considered. After three consecutive rejections or no viable candidate, the Board may use internal nomination and appointment by vote.

### 5.4 – Onboarding and Transition

New officers are formally introduced at the first meeting after confirmation. Outgoing officers must transfer relevant files, passwords, and notes. The Executive Director oversees onboarding, and the Secretary updates all records.

### 5.5 – Mid-Term Vacancies

If an officer resigns or is removed mid-term, the nomination cycle may be expedited or bypassed if urgent. The Founder or Chair may appoint an interim officer until the process is complete.

## VI. Committee Oversight Protocol

The Board serves as the founding and supervising body for all student-led committees. This section defines how The Board interacts with its committees to ensure integrity, alignment, and effectiveness.

### 6.1 – Reporting Requirements

Each recognized committee must submit a quarterly report detailing:

- Major decisions, policy actions, or events
- Financial activity and budget status
- Membership changes and officer roles
- Ongoing concerns or requested guidance

Reports are reviewed by the Chair, Treasurer, and Chief Administrator. Failure to submit a report within 10 school days of the due date triggers a warning. Repeated failures may result in an oversight review.

### 6.2 – Oversight Reviews

The Board may initiate a review of any committee based on:

- Missed reporting deadlines
- Misuse of funds
- Procedural inconsistencies
- Concerns raised by faculty or students

Reviews are led by a temporary working group composed of Board officers. The group delivers a written recommendation to the full Board.

### 6.3 – Charter Approval and Amendment

New committees must submit a charter document that aligns with The Board's structural and ethical standards. A two-thirds Board vote is required for approval. Amendments to any committee's charter must also be submitted for review and approval.

### 6.4 – Dissolution Authority

The Board may dissolve a committee by a two-thirds vote or by Founder directive, based on:

- Inactivity
- Ethical violations
- Irreparable procedural breakdown
- Completion of its intended purpose

Dissolutions are logged by the Chief Administrator and archived.

## VII. Financial Management

The Board holds primary responsibility for managing funds and allocations for all recognized committees.

### 7.1 – Budget Requests

At the start of each semester, each committee submits a budget request form. This includes:

- Anticipated expenses
- Project plans or events
- Justification for funds requested

Requests are reviewed by the Treasurer and Executive Director before being presented to the full Board.

### 7.2 – Allocations and Disbursement

Funds are approved by majority vote and distributed under Board supervision. The Treasurer maintains a ledger tracking:

- Allocations per committee
- Receipts and reports
- Remaining balances

Microgrants may be awarded for special projects with a simplified form and expedited vote.

### 7.3 – Reallocations

If a committee wishes to adjust its budget mid-semester, a reallocation request must be submitted. The Board may approve, reject, or revise the request based on financial conditions.

### 7.4 – Financial Reporting and Audit

Each committee must submit an end-of-semester financial report. The Treasurer may initiate a random audit of any committee's spending. Unreported or unapproved expenditures may result in funding suspension.

## VIII. Crisis and Emergency Procedures

This section ensures stability and accountability during unexpected disruptions or failures.

### 8.1 – Committee Emergency

If a committee fails to meet, submit reports, or uphold its charter, The Board may freeze its operations. During a freeze:

- All activities pause immediately
- Funds are held
- A working group investigates

The Board may choose to reinstate, reform, or dissolve the committee based on the findings.

## 8.2 – Board Operational Disruption

If The Board fails to reach quorum for two consecutive meetings:

- The Founder and Faculty Advisor may jointly appoint a temporary Transitional Council
- The Transitional Council assumes essential duties until quorum is restored
- Any major decisions made during this time must be ratified afterward

## 8.3 – Officer Removal

Any officer may be removed for misconduct, excessive absence, or abuse of position. Removal requires:

- Formal written warning
- Private review session with Chair, Founder, and Secretary
- Two-thirds Board vote

Removed officers may not be reappointed within the same academic year.

# IX. Amendments and Revisions

## 9.1 – Proposing Revisions

Any officer may propose a change to this Handbook. Proposed amendments must:

- Be submitted in writing to the Chair
- Be distributed to all officers at least 24 hours before voting
- Be reviewed by the Chief Administrator for consistency with the Charter

## 9.2 – Approval

Revisions are adopted with a simple majority vote. If a revision contradicts the Charter, a Charter amendment must be pursued instead.

## 9.3 – Documentation

Approved revisions are recorded by the Secretary and included in the next version of the Handbook. Updated copies must be redistributed to all officers.

# X. Definitions and Reference Appendices

This section defines important terms used throughout The Board's governance framework.

- Charter – A governing document that defines the purpose, structure, and scope of an organization or committee.
- Motion – A formal proposal for the Board to take action or decide on a matter.
- Quorum – The minimum number of officers required to conduct official business.

- Working Group – A temporary or semi-permanent subgroup created to handle a specific task or review.
- Microgrant – A small financial award issued by The Board to support a project or initiative, usually with a streamlined approval process.
- Freeze – A temporary suspension of a committee's operations.
- Ledger – A document maintained by the Treasurer detailing the use and allocation of funds.
- Transitional Council – A temporary body activated only when The Board is unable to operate normally.

Appendices may include:

- Agenda and report templates
- Budget request forms
- Officer transition checklist
- Committee charter review rubric