

POLICY 1: MEETINGS
Amended June 6- 2022
Amended June 28, 2024

1. MEETINGS

1.1 - NPC Friends and Family shall have regular meetings of the board of directors as prescribed in the bylaws.

1.2 – All members of the board of directors may propose agenda items. Proposed agenda items must be approved by the board president, and received not less than two weeks prior to the meeting for which they are proposed.

1.3 – The executive director, assisted by the board secretary, shall prepare the agenda for each meeting not less than ten business days prior to the meeting. The board president shall approve the agenda for each meeting. The executive director shall distribute the agenda to all members of the board via email, not less than five business days prior to the meeting.

1.4 – The board president shall preside over all meetings. In the absence of the board president, the meeting shall be presided over by the vice-president, secretary, and treasurer, in that order.

1.5 – The board president may invite attendees at each meeting to participate in discussion of agenda items, but only the members of the board of directors shall vote on action items.

1.6 – All members of the board of directors have an equal vote on all action items.

1.7 – Members of the board of directors must be present at a meeting to cast a vote on business presented at that meeting. Voting in absentia is not permitted. Proxy voting is not permitted.

1.8 - At the NPC Friends and Family Annual Retreat , held between May 1 and June 30 each year, the NPC Friends and Family board will conduct a formal review of the executive director's performance. The review will include an evaluation of the executive director's performance for the just-ended year and preliminarily approves the executive director's goals and priorities for the coming year.

All NPC Friends and Family board members participate in this process. Confidentiality of the process will be determined by the executive director and the president of the board prior to the performance review meeting. The president of the board and others selected by the president review the evaluation with the executive director and reach agreement on the executive director's goals and priorities relevant to his/her performance and the overall quality improvement of NPC Friends and Family for the

coming year. Additionally, the NPC Friends and Family board may identify professional development activities for the executive director as deemed appropriate and fiscally responsible.

Confidential copies of the Evaluation Report are available to all board members and are provided to the president of Northland Pioneer College.

