

Purpose: To Provide Guidelines to how the PMI-LA 2021 Board shall Operate Before, During and After Board Term

This is the Current Board Operations Policy and is reviewed and updated annually by the board prior to taking office on January 1, 2021.

Board Behavior (General):

1. Board agrees to speak with respect to each other.
2. One Board – One Voice – Even if you did not vote for a motion, outside of the board meeting you will stand by and support the board’s vote.
3. Board personal information (home address, emails, phone numbers, and any other personal details as outlined by the California Privacy act) shall be stored in a chapter approved repository and shall be used in a manner agreeable to that board member. Information shall not be given out to anyone without explicit permission of the board member of which the information pertains to.

Board Meetings (Governance):

1. Board has determined that they will meet on the 2nd Wednesday of the month starting in January (allowing for board transition) from 7:15 to 8:45.
2. Board has agreed that status reports will be posted on Teams Only in a clear location. Status report to be separate from the Board minutes, and status report to be completed by end of day Monday on the week of the Board meeting.
3. Board has agreed to post agenda items 48 hours prior to the meeting. Agenda is then “locked” for review prior to the meeting.
4. Any items within the 48 hours that are considered urgent, should be posted at the end of the agenda and be subject to review if time permits.
5. Board has agreed to post all Board Action items during the meeting. All general discussion points are to be documented in the minutes. Should a motion require additional discussion, it can be held offline and will be deferred on voting.

Board Documents Repository:

1. Board has decided to store archive and documentation within Teams-SharePoint.
2. All documents (member information) should be maintained within Teams.

3. Each Function can use whatever document repository that they choose, but as VP they are responsible for ensuring that the data is placed within Teams.

Board Meetings (Additional):

1. Board has agreed on periodic Workshop Training Sessions
2. Board has agreed to work on separate committee items as identified by PMO projects outside of board meetings, but report back status as necessary.

Board Voting:

1. During the meeting, formal motion, second, discussion and vote results shall be documented.
2. Outside of the meeting: Discussion can be held collaboratively thru TEAMS CHAT uniquely created for the subject to facilitate an open discussion. Once a vote is called, the vote will be conducted by: Polly Chat Vote within TEAMS, Vote (motion, second, results) is then recorded in the following month's minutes.
 - a. Votes will be closed within 72 hours. Information will be on MS Teams. Voting is in Board of Directors Channel.
3. President's vote is not necessary unless a swaying vote is needed to meet quorum.

One Calendar:

1. All events should be posted on the PMI-LA website.
2. Notification of events are encouraged to be broadcasted in three cadences at the 30 day, 7 days, and the day before.

Chapter Functional Email: <xxxxx>@pmi-la.org

1. There are many role-based emails used for the chapter for individuals and groups.
2. All PMI-LA emails are to be used for PMILA chapter business only. Personal use of the email is not allowed.
3. The role-based email may be forwarded or shared by the PMILA volunteers
4. A board member may choose to auto-forward their emails to AVPs and mentors for the purposes of collaboration, training, and work sharing.
5. All role-based emails will be transitioned to the successor of the role.
6. During transition period, both outgoing and incoming volunteers may share the role-based email.



Board Operations Policy

For BoD & Trustees

Approved & Adopted by 2021 Board: February 10, 2021

7. There is additionally a “team” functional email.

Chapter General Email:

1. BoD@pmi-la.org is for board business. Board agrees to use this ONLY for Board inquiries.
2. Info@pmi-la.org is used for outside correspondence by members and general public. Board can determine who will be monitoring this account for responses on a regular basis. Email response rules:
 - 2.1. Respond to inquiry within 24 hours – even if it is a “I will find out and get back to you”
 - 2.2. Forward to appropriate BoD member with the inquiry – this can be sent to more than 1, but should not be sent to the entire board. – Put Board Members NAME in Subject so they know it is for them
 - 2.3. If RESPONDING on behalf of another board member, copy them on the line and put RESPONSE FROM <your name> so they can be aware of the response provided.

Chapter General Phone Line:

1. The chapter google voice account shall be forwarded to info@pmi-la.org and answered in accordance with the Chapter General Emails above.

Chapter P.O. Box:

1. Chapter P.O. Box is located in Culver City. Chapter Mail shall be picked up at a minimum quarterly by either the VP of Finance, or a designated Key volunteer and disseminated to the board accordingly.