



## **Protocol for Officers and Board of Governors**

### **Board of Governors Meetings**

1. The President and BAE shall set the agenda and provide notice for all board meetings at least 3 days prior to the meeting.
2. The President shall set the agenda and provide notice for all special meetings of the board at least 3 days prior to the meeting.
3. The Executive Director shall send, either by regular mail or email, notices of the board meetings, agenda items to be discussed, financial reports and any other support materials needed to carry out the agenda, at least 3 days prior to the meeting.
4. Board meeting shall be held on the first Thursday of each month unless such date falls on a holiday or there are other conflicts in the scheduling.
5. A quorum shall be required to conduct official business at all board meetings.

### **Annual Officers Meeting**

1. The Officers of the Board of Governors shall meet annually in August or September each year to discuss the draft of the budget for the upcoming year and the slate of potential Board of Governors candidates for any upcoming vacancies.
2. The Officers shall deliver to the Board of Governors recommendations for the slate of potential Board members at the September Board of Governors meeting, and a draft of the budget shall be presented to the Board at the October Board of Governors meeting.
3. The President and BAE shall set the meeting date and provide notice at least three days prior to the meeting.

### **Annual Board and Committee Chair Planning Meeting**

1. The President and BAE shall set the agenda and provide notice for the meeting at least 15 business days prior to the meeting. The meeting should be held in August or September.
2. The Board Members, BAE, and Committee Chairs shall attend the meeting.
3. The purpose of the meeting shall be to conduct strategic planning, gather budget information, and plan the annual calendar for the coming year.

### **Annual Board and Committee Chair Orientation Meeting**

1. The President and BAE shall set the agenda and provide notice for the meeting at least 10 business days prior to the meeting. The meeting should be held in January.
2. The Board Members, BAE, and Committee Chairs shall attend the meeting.
3. The purpose of the meeting shall be to conduct an orientation of roles and responsibilities and establish Board and Committee goals for the coming year based on the strategic planning exercise conducted in the fall.

#### **BUILDING OWNERS AND MANAGERS ASSOCIATION OF COLUMBUS**

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