

**Section: Executive Responsibility**

**Number: 103.1**

**Subject: Code of Conduct & Behavior  
Board of Directors**

**Date: July 2007**

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**Purpose:** To assure that the actions of the SCAPAN BOD members meet the requirements set forth in the Bylaws and adhere to Policy & Procedure roles and responsibilities.

**Roles & Responsibilities:**

1. Meeting requirements and protocol  
Three fourths of the BOD constitutes a quorum. At least three of those present must be officers. Roberts Rules of Order will be followed at all meetings.  
Attendance at all BOD meetings is expected of all members.  
Absences require President's approval.  
If a member is unable to attend a meeting, they are expected to review the minutes as soon as available and contact another BOD member who was able to attend for clarification of minutes or additional information.
2. Policy for discussion: Topics shall be limited to 10 minutes or until all BOD members have the opportunity to discuss the matter at hand. One member shall not monopolize the discussion until all members have had the opportunity to speak.
3. Written minutes from the last meeting shall be distributed prior to each meeting.
4. All BOD minutes are available to SCAPAN members and will be available each year at the annual conference to review. A summary of BOD meetings will be included in each edition of Eye Openers. Members may request minutes at any time by contacting the secretary.
5. All motions made will be recorded in the minutes – name of the person making the motion and the name of the second.
6. The Policy & Procedure manual will be maintained at all times by the committee chair and available for review at every meeting. The most current original or revision will be kept in the manual. All old P&P copies will be maintained in a separate file.
7. Reference the SCAPAN Bylaws for election to and removal from the BOD as well as the conflict of interest statement.

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