

**Lakeville Hockey Association
Board of Directors
Procedures**

Date Approved: July 2010

Board Composition

The Board of Directors shall be elected at the annual meeting of the members. At each annual meeting, half of the Directors shall be elected for a term of two (2) years to succeed the Directors whose terms expire at such meeting. Directors shall hold their offices until their successors are elected and qualified.

Vacancies will be filled by the President appointing a person for the remainder of the term with the Board of Directors' approval.

Conflict of Interest

In connection with any actual or possible conflict of interest, all board members must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board before any action is taken on a proposed transaction or arrangement.

Board members agree to review and comply with the conflict of interest policy.

Board Meeting Logistics

LHA Board meetings will be held the second Wednesday of each month at 7 pm at the Ames arena. If there are changes to the date, time or location of the meeting, notice of this must be placed on the organization's website.

Agenda items and supporting documentation is to be provided to the Secretary by 5 p.m. Sunday preceding the board meeting. Items not presented by the due date will not be placed on the agenda. Whenever possible, it is preferred that all motions and supporting documentation are also provided by the up mentioned time frame.

Minutes for each meeting will be posted on the website following the Board meeting in which they are approved.

In the event of discussion involving sensitive items such as an LHA member-family specifics etc. the meeting will be closed to non-board members.

Special meetings may be called by the President or Board of Directors with a 10 day notice to membership.

Definition of Voting Members

The following positions hold full authority to vote on the LHA Board of Directors: President, Treasurer, Secretary, VP of Operations, VP of Administration, VP of Development, Equipment Director, Registrar, Junior Gold Director, Bantam Director, Peewee Director, Squirt Director, U12/14 Director, U10/8 Director, Mite Director, Mite-Prep Director, Player Development Coordinator.

Electronic Voting

1. Board actions may be taken by written consent via electronic communications. Actions must pass via a majority vote. Any board member may submit an action for electronic vote to the Board President for consideration.
2. Actions taken by written electronic voting must be due to time restrictions that make it imperative to take action prior to the next board meeting. Additionally, in the rare instance that a motion is unable to be fully executed at a board meeting, the board may authorize the electronic voting of that issue. For example, approval of gambling reports/budgets when the gambling manager is unable to attend the meeting with the necessary documents. They may be electronically submitted and approval made via electronic communication.
3. If after considering the above factors, the Board President determines it would be best to take the action by majority written consent, the Board President may have the Secretary draft the proposed motion and email it as an attachment to all directors at their respective email addresses. The proposed action will be placed in a motion format and will require a second to the motion prior to sending out. A discussion period of at least 24 hours will be allowed prior to commencement of the vote.
4. The action shall allow a director to indicate that he or she is in favor of or opposed to the particular action.
5. Each director shall respond to the email indicating their vote within 24 hours unless another deadline is provided in the email. The original email responses will be sent to the Secretary and recorded for presentation at the next board meeting.
6. Upon the Secretary's receipt and verification of all written consents approving the action, the action is duly approved. Regardless of whether the action is approved or not, the Secretary will confirm whether the action has passed or failed by email to all directors upon receipt of all the individual email responses.
7. The Secretary will file all individual responses with the minute book.
8. The Board will ratify any action taken by majority written consent at the next Board meeting.