

Purpose: To Provide Guidelines to how the PMI-LA 2023 Board of Directors (BoD) shall Operate Before, During, and After BoD Term

This is the Current Board Operations Policy and is reviewed and updated annually by the BoD prior to taking office on January 1, 2023.

BoD Behavior (General):

1. BoD 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 BoD meeting you will stand by and support the BoD’s vote.
3. BoD personal information (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.

BoD Meetings (Governance):

1. BoD has determined that they will meet on the 3rd Thursday starting on January 19, 2023 from 7:00 – 8:30. On Jan 31, vote was amended to move this to the 3rd Tuesday from 7:00 – 8:30 starting on February 21, 2023.
2. BoD has agreed that status reports will be posted on Teams Only in a clear location prior to the BoD meeting a minimum of 48 hours early. Format is open to each function’s choice.
3. BoD has agreed to post agenda items 48 hours in advance of the meeting. Agenda is then “locked” for review prior to the meeting. Commit to agenda: BoD Meeting Minutes, Past month votes, Volunteer Spotlight, Any questions about status reports? Recognize potential Award nominees, Status of “The Big Item”, Annual Plan Objectives, Compliance Topics.
4. BoD has agreed to post all Board Action Items during the meeting. Should a motion require additional discussion, it can be held offline and will be deferred on voting.

BoD Documents Repository:

Approved & Adopted by 2023 Board: March 5, 2023

1. BoD 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.

BoD Voting:

1. During the meeting – type in CHAT NO or ABSTAIN. Vote motion should be typed in CHAT.
2. Outside of the meeting: Discussions can be held collaboratively thru CHAT, within a document, or via Phone or Email. Once a vote is called, the vote will be CLEARLY STATED and conducted using WhatsApp.
3. Results will be published in the next BoD Meeting Minutes.
4. Urgent votes need to be done within 48 hours and will have a What's App notification. Voting will be within MS Teams (Polly vote).

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 PMI-LA chapter business only. Personal use of the email is not allowed.
3. The role-based email may be shared with your PMI-LA volunteers. However, it can only be forwarded to 1 email address.
4. A board member may choose to manually share 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.
7. There is additionally a “team” functional email for Operational groups.

Chapter General Email:

1. BoD@pmi-la.org is for Board business. Board agrees to use this ONLY for Board inquiries. This is a group, so you cannot mail from this account at all.
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:



Board Operations Policy

For BoD & Trustees

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- 2.1. Respond to inquiry within 48 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 BCC the entire Board so that they know it is taken care of – Put Board Member’s 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 has a google voice account (213-53-PMI-LA) shall be forwarded to info@pmi-la.org and answered in accordance with chapter email rules stated above.
2. Note: The President has the recovery EMAIL and Deby Covey’s phone is the recovery phone number for this account. Deby periodically cleans this mailbox up.

Chapter P.O. Box:

1. Chapter P.O. Box is located in Culver City. Chapter Mail shall be picked up at a minimum every 6 months (semi-annually) by either the VP of Finance, VP of Admin, or designated Key volunteer and disseminated to the BoD accordingly.