NFA STATE BOARD POLICIES AND PROCEDURES
As adopted by the NFA State Board (“Board”), 9/28/2019; Updated 11/1/2019, 1/25/2020

BOARD VOTING RIGHTS

(1) The NFA Bylaws call for the application of the One Person, One Vote principle, which is described as follows (Robert’s Rules of Order Newly Revised 11th ed., p. 407):

“ONE PERSON, ONE VOTE. It is a fundamental principle of parliamentary law that each person who is a member of a deliberative assembly is entitled to one—and only one—vote on a question. This is true even if a person is elected or appointed to more than one position, each of which would entitle the holder to a vote. For example, in a convention, a person selected as a delegate by more than one constituent body may cast only one vote. An individual member’s right to vote may not be transferred to another person (for example, by the use of proxies).”

The only exceptions provided by the NFA Bylaws for Board voting rights are (a) designation of a proxy representative for Chapter Presidents and (b) weighted voting.

(2) For a chapter representative to have a vote on the Board, the representative must be the elected Chapter President by virtue of a vote of chapter members, the successor Chapter President appointed following chapter bylaws in case of a vacancy, or a duly designated representative of the Chapter President as a proxy. For inactive chapters with no elected officers, a nonvoting chapter representative may be invited to attend regular semiannual board meetings but they do not take part in other Board business.

(3) No officer or other member of the Board may vote on matters clearly affecting his or her personal interests. This shall include any matter in which a financial payment is involved, the removal of officers, or other disciplinary action. If the member does not announce his or her recusal prior to a vote, it can be requested by another member. If seconded and approved by a majority of other members (excluding the member), the member must not vote.

AFFILIATION
The Nevada Faculty Alliance (NFA) is currently solely affiliated with the American Association of University Professors (AAUP). Approval of any proposal by the Board to change the affiliation of the NFA shall require the Board’s weighted vote procedure or a two-thirds vote of the entire voting membership of the Board. If approved by the Board, it shall also require a change in NFA Bylaws before becoming effective, following the amendment procedures in those Bylaws.
ACTIONS OF THE EXECUTIVE COMMITTEE

The Executive Committee (EC) may act on behalf of the State Board between meetings, under the following conditions:

1. EC action may not violate NFA Bylaws, any Board policy, or any prior action or decision of the Board.
2. The EC may only approve unbudgeted financial transactions of $500 or less, or transactions that exceed the budget by less than $500.
3. Approval of any action by the EC shall require at least three votes in favor, documented by email or other means, with at least two good faith efforts to contact any nonvoting EC member. The State Board shall be notified of any such action by the EC within one week. Upon the request of any member of the EC, a matter shall be referred to the full NFA State Board.
4. Contracts for employment of staff members or for retention of independent contractors must be approved by the full Board.

APPROVAL OF FINANCIAL TRANSACTIONS

1. A good faith effort shall be made by the Board to approve an annual budget prior to the beginning of the fiscal year (September 1). Interim budgets and amended budgets may be proposed and approved at any time.
2. The Treasurer is responsible for ensuring that all financial payments are approved by the Board. This includes all transactions consistent with an approved and current budget, as long as the expense does not exceed the budgeted amount by 10% or more. Any other transaction must be approved by the State Board.
3. The State Board shall pay an independent contractor to regularly review the payments made by the Treasurer, and this contractor shall send periodic financial reports to the Executive Committee. If the contractor notes any unusual transactions, and the Treasurer is unable to provide evidence of State Board approval, the Executive Committee shall be immediately notified.
4. Semiannual Treasurer’s reports to the Board shall include a ledger of all payments fiscal-year-to-date or since the previous report.

CONDUCT OF BOARD BUSINESS VIA ELECTRONIC MAIL

The NFA Bylaws allow that individual items of NFA business may be voted on by electronic mail or any other method decided by the State NFA Board in between regular meetings.

1. Any Board member may initiate an email discussion of a topic by sending an email to the entire Board including voting and nonvoting members. All discussion shall be via “reply all” under a single email thread with a clear subject heading.
2. Votes via email require a majority (or two-thirds if required for a motion) of the entire voting membership of the Board but not including those members who state they are abstaining or not voting on the motion.
(3) A motion under consideration must be made clear by placing it in quotes.

(4) The regular rules for making and seconding motions and calling for a vote apply to the greatest extent possible for a non-simultaneous discussion. Discussion on a motion commences with a second. Board members may state positions in support or opposition, but should refrain from “voting” until ample time has been provided for Board members to respond to the discussion. A minimum of 3 business days is recommended except in emergency situations. A two-thirds vote of the entire voting membership of the Board is required for passage before a minimum discussion period of 3 business days. A vote is called by re-pasting the full motion into the email thread and asking members to clearly state YES, NO, or NOT VOTING.

MEMBER INFORMATION AND COMMUNICATIONS
Membership information, including email addresses, are the property of the NFA. The Board shall make reasonable efforts to protect member privacy, and does not want the members bothered with commercial, political, or otherwise irrelevant information. It is the policy of the Board that communications from NFA to its membership and to public bodies or officials shall reflect the positions and communications strategy of the Board.

(1) Communications to members initiated by the Board, Board members, standing committees, or staff, including but not limited to legislative reports, political action notices and collective bargaining notices, shall be reviewed by at least three Board members. The final version, other than minor grammatical, typographical or formatting corrections, shall be sent to all Board members by electronic mail for review before being distributed. Without objection from any Board member, the distribution may proceed after a 24-hour review period. If any Board member objects, regular Board approval by a vote is required. This policy does not apply to messages sent to an individual member regarding individual matters.

(2) NFA officers, Board members, and staff making public statements, including testimony before public bodies, may identify themselves as representing the state NFA if they restrict their remarks to positions or talking points approved by the Board. Approval of positions and talking points follows the email review and approval period described in paragraph (1).

(3) Any state officer or Board member who contacts the membership without the approval of the Board may not use his or her title or the NFA logo, and must also be clear that he or she does not speak for the Board or for NFA or in any other official capacity.

(4) Other availability or release of membership information, per NRS 82.181, is limited to the NFA member name, residential address if available, and membership class. The membership information is provided only upon written request by a NFA member who must sign an affidavit affirming that the information will not be used (a) to solicit money or property from the members unless the money or property will be used solely to solicit the votes of members; (b) for any commercial purpose or purpose in competition with the Nevada Faculty Alliance; (c) to sell to any person; or (d) for any other purpose not related to their interest as a member.
ELECTRONIC MAIL ACCOUNTS
The NFA shall provide nevadafacultyalliance.org email accounts for all voting and nonvoting NFA State Board members, and for NFA staff. The NFA email accounts should be used for all official board business."

(For example, board votes by email should be conducted using the NFA email accounts; however, an otherwise legitimately submitted vote is not invalidated by use of a different email account. Provided email addresses shall include the name of the person, with optional generic addresses such as president@nevadafacultyalliance.org or secretary@nevadafacultyalliance.org used as aliases.)

EMAIL AND MEMBERSHIP SYSTEM ADMINISTRATIVE PERMISSIONS
The NFA authorizes only the administrative permissions listed below for Wild Apricot or other membership system:

Full administrative access (must use nevadafacultyalliance.org email for logins):
  Secretary, Treasurer, Office Administrator
Access for sending emails to members and modifying web content:
  Executive Committee members and Lobbyist
Restricted chapter web page editing:
  Chapter presidents or designated chapter board member
Website construction, maintenance or other restricted access:
  As authorized by the NFA State Board.

Anyone with any administrative or email or web posting access, or with a nevadafacultyalliance.org email account, must sign an agreement that they will abide by the following policies:

1) Any message broadcast to members or content posted to the website requires prior consultation with at least two other board members from different chapters with one of those from a different geographic region (north/south). This does not apply to communications internal to a single chapter by the chapter leadership or to correspondence with an individual member.
2) No unauthorized use of NFA member information, including email addresses.
3) No distribution of member information, including email addresses, to non-officers (statewide or chapter) or to outside organizations (other than AAUP), except as required by law.

4) No changes to administrative access permissions for other individuals except as approved by the NFA State Board policy.

5) Maintain high-strength authentication; no sharing of credentials.

A standard application form shall be used to document these agreements, with affirmation that violation of the agreement will result in revocation of access and constitutes potential grounds for disciplinary action or removal by the NFA State Board. For persons not specifically designated above, the form must be approved by at least three members of the Executive Committee or by direct NFA State Board action.

Financial and Membership Policies (approved by NFA State Board 11/1/2019)

- The contracted Office Administrator shall reconcile bank transactions monthly and shall send a monthly ledger of all transactions to the Executive Committee for review. The Office Administrator shall be instructed to immediately inform the Executive Committee or State Board of any questionable or unauthorized transactions.

- The Treasurer and the Secretary shall have signature authority on the NFA bank checking account. The Secretary may disburse funds by check with Executive Committee approval if the Treasurer is unavailable.

- The contracted Office Administrator shall be responsible for entering changes to membership into the membership system (Wild Apricot). The Office Administrator shall reconcile the Wild Apricot member list to actual dues payments at least quarterly.

- The state Treasurer shall work the Office Administrator to verify the paid member list and produce a quarterly report of membership numbers, which shall be used for AAUP dues payments.

- The state Secretary shall be responsible for working with Chapter officers to update member lists, email addresses, and other personal member information.
NFA Investment Policy (Approved by NFA State Board 1/25/2020)

**Mission:** The State NFA investment account is intended to serve as a reserve (1) for unexpected future changes in revenue, (2) for future litigation expenses, and (3) other expenditures as approved by the NFA State Board.

**Investment Goal:** Potential for moderate growth and income after inflation.

**Portfolio:** $40,000 in cash or money market for immediate needs or cash flow. Remainder invested in a low-cost balanced index fund (60% US and international stocks, 40% US and international bonds). Monitored by the Treasurer with a report to the Board at least annually.

To be implemented with quarterly investments through June 2021.