NWC46 ConCom October Agenda

Exec Meeting - 10am Start (Zoom link opens)

Votes:

Voting on policies (proposed changes included with timeline - attached at the end of this document, posted on website, sent out with zoom link, and on tables at ConCom meeting)
- Bulk
- Specifics
  - No Exec Proxy
  - Ballots
  - Org Chart/Onboarding

Voting on adding language to Health and Safety Policy re: encouraging masking and regular testing

Voting on Budget

Votes done

Potential fundraising auction for NWC (Also whether to benefit a particular nonprofit or not)

Bank Options re: Square/Tablet
Savings and CDs

When NWC email address is needed

Theme for November (Scarves)

Exec Meeting - _____ End

Department and Cross -Department Meetings - 11am Start
Department and Cross -Department Meetings - _____ End

General Open Meeting - 1pm Start (Zoom moderation begins)

Thank you
Native land acknowledgement
Introductions and Announcement
    Walk forward to mic

Chair
Exec meeting recap
Will continue to work on Policies and Procedures
Charities - Young, Black, and Brilliant

Vice Chair
Hotel update
GoH Selection Committee

Special Events
Updates
Open Positions
Decoration requests

Publications
Newsletter
Open positions

Member Services
Department reportbacks
Open positions

Personnel
Social - possibility of rides
Timeline
Open positions
Invitations to Discord for those already staffed

Business / Treasurer
Budget - voted recap
501(c)3 Update
Bank Options re: Square/Tablet recap
Savings and CDs recap

Convention Services
Deadlines you care about
Open positions

Programming
Panel suggestions
Open positions
Update

Secretary
of positions onboarded so far
When NWC email address is needed

General Open Meeting   - _____ End

Policies and Procedures

Proposed Changes, October 2023

With the assumption that the Norwescon Policies and Procedures are a living document that should be reviewed and revisited to align with our ever-evolving convention and community -- as time allows over the course of the year.

The following have been reviewed by the Executive Team and are to be voted on in bulk at our October Executive meeting.

Vote to amend the policies and procedures via **additions** or ~~deletions~~ as follows:

Post-Con Turnover

POLICY: Document Turnover: After new Execs are appointed, any outgoing Exec shall turn over all documents to either their replacement or to the incoming Chair and Vice-Chair no later than 7 days prior to the Exec Retreat.

POLICY: Bank Accounts Turnover: The bank accounts shall be turned over to the new Business Director and/or Treasurer as soon as possible after the new Business Director and/or Treasurer ~~has~~ have been appointed. The outgoing Business Director shall have full access to the accounts until the books are closed for the convention year.

POLICY: Computer and System Codes and Passwords Turnover: A copy of all computer and system codes and passwords for Norwescon-owned computers shall be submitted to the Business Director and the Vice-Chair to ensure that the convention shall have access to all convention-owned data. This list shall

be updated and given to the Vice-Chair and Business Director by the last regularly scheduled ConCom meeting before the convention.

Executive Team Responsibilities

POLICY: Conflict of Interest: A potential conflict of interest arises when Norwescon contemplates entering into a transaction with an entity in which a member of its Exec Team, or their immediate family, has a financial interest. "Financial interest" means that the Exec Team member, or their immediate family, is an owner, investor, contractor, or employee of the entity in question.

Hiring ConCom Members

POLICY: It shall be each Exec Team member's duty when hiring and onboarding an individual for a position to advise them of the need for the Secretary to have their contact information and about our information publishing policy (see Confidentiality of Information).

Confidentiality of Information

POLICY: Norwescon shall not rent, share, disclose, or sell its ConCom member information to outside parties.

POLICY: Norwescon shall not rent, share, disclose, or sell its membership information to outside parties.

Elections

POLICY: ConCom members may opt-in to voting during the staff registration process. A valid email address must be included with staff registration to guarantee the opportunity to vote. ConCom members must complete registration as staff upon the close of the ConCom meeting scheduled closest to but not less than 28 days prior to the start of the current convention to guarantee voting privileges. ConCom members who have registered to vote who do not meet any or all of these criteria may be removed from the eligible voters list.

Candidate Eligibility / Nominations

POLICY: Nominations open at the second-to-last ConCom meeting before the start of the current convention provided this meeting is at least 30 days before the convention starts. Nominations close at the last ConCom meeting before the start of the current convention provided that it takes place at least 10 days before the convention starts. Nominations may be made ~~in person~~ at ConCom meetings or by email to the Election Committee. All nominations must have a second.

Quorum Determination

POLICY: Before the votes are counted, it must be determined whether the election has reached quorum and is therefore valid. If quorum has not been met, up to 24 hours of extra time may be allotted at the discretion of the Elections Committee Chair to gather more ballots. At the end of that time, if quorum has still not been met ~~the envelopes are not opened and~~ the election is declared invalid. A re-vote is then run.

Registration Number

POLICY: ~~Lifetime Members may choose a permanent number and may change it if they wish, as long as that number is not already in use and the registration system supports this functionality.~~

(note: the registration systems no longer support this)

Disruptive Behavior During Meetings

POLICY: <u>Disruptive behavior is not allowed at meetings.</u> Disruptive behavior includes, but is not limited to, behavior which makes it hard to conduct official business at meetings or is interrupting other events (including non-convention- related events) which are happening at the location of the meeting.

Resume Meeting

EXPLANATION**:** A Resume Meeting with hotel staff is <u>a business meeting </u>held one or two weeks prior to the convention. The hotel staff presents the convention resume and plan for the convention.

POLICY: The entire Exec Team is invited to the resume meeting so that they can meet the hotel staff that shall support the convention. The Chair shall determine if attendance is mandatory for each Exec Team

member on a case-by-case basis. Other attendees may be invited by the Chair. ~~Attendees need to dress in business casual at a minimum.~~

Staff Room Block

POLICY: Norwescon will reserve ("blocks") a section of the hotel for ConCom members who need to have a sleeping room close to the convention space. ConCom members are required to make their own hotel reservation before requesting a staff room. All staff room requests, including those for specific rooms, ~~requests~~ are made to the Hotel Liaison.

Meeting Notices

POLICY: Meeting notices shall be sent <u>via email</u> ~~out~~ no later than 10 calendar days prior to the meeting in question.

Minutes Preparation

POLICY: If held as separate meetings, Exec Team minutes and Convention Committee minutes shall be prepared as two separate documents.

Minutes shall include date, time, and location of meeting, Exec attendance, decisions, items called for a vote, action items, and items discussed. Only items discussed during official meetings shall be noted in the minutes.

Items discussed during "Closed Sessions" of the Exec Team shall be recorded but shall not appear in the regular Exec Team minutes. Such notes shall be distributed only to the Exec Team as Addendums to the Exec Team minutes <u>and shall be considered "Confidential" unless deemed otherwise.</u>

Action Items

POLICY: The Secretary <u>may</u> ~~should~~ take all the Action Items from the last Exec Team and ConCom meetings and send them to the Exec Team as soon as possible after the meeting, but no later than with

the corresponding minutes, which are due five business days after the meeting. If appropriate, items should be added to the Timeline.

Financial Archives

POLICY: The Business Department Exec or their designee shall maintain the financial records for Norwescon at their personal residence. The financial records must be protected from the elements. Financial records shall not be stored in Norwescon storage units.

Procedure: Export the membership list every year and retain the lists in perpetuity.

Purchase Cards

POLICY: When using a purchase card the department head must promptly submit the receipts attached to a completed check request form with the purchase tracking number clearly printed

on the form. The purchase card shall be returned at the same time, unless previous arrangements were made with the Business Department.

In the event that the vendor does not accept purchase cards, please contact the Business Director for assistance.

All purchase cards shall be returned to the Business Department on or before the post-con meeting. The business department shall keep a log of the outstanding cards in order to facilitate this.

Insurance

POLICY: Norwescon shall have appropriate general liability, event, automobile, and board insurance, as well as applicable riders as needed, with amounts to be determined by the business director. Insurance.

Lost Norwescon Checks

POLICY: ConCom members may request a replacement check for checks that are lost. After notification to the Business Department that a replacement check is requested, the Business Department shall may

wait approximately 30 days prior to issuing a replacement check. This shall be handled on a case-by-case basis.

These policies have been rewritten and will be voted on individually:

Exec Team and ConCom Voting

DELETE POLICY: The Chair and Vice-Chair have no proxy vote. Any other Exec Team member may send a proxy to a meeting to vote on their behalf.

REWRITTEN POLICY: There is no proxy voting for Executive Team Members. All items that come to vote during official Executive or ConCom Meetings are on a majority vote of the Executive Team Members present.

Ballots and Voting

DELETE POLICY: Voting is conducted online using a secure voting system or in person at the convention or post-convention meeting. Ballots should be emailed to all eligible voters at least 30 days prior to the election date but must be emailed no later than 21 days prior to the election date.

If the ballots cannot be emailed 21 days prior to the election date (due to meeting schedules or other factors) the Election Committee Chairman shall propose to the Exec Team by the January meeting of the current convention year a modified schedule for Elections taking the entire convention timeline into account. Upon approval by the Exec Team, the modification will apply to the current convention only.

If multiple ballots are received from the same voter, and they cannot be contacted to confirm which ballot is to be used, the ballot received last shall be used. The older ballot shall be discarded and not counted.

The ballots must include:

- General Election information
- Candidates' statements, email addresses, and phone numbers
- An individualized link to a secure online voting system.

Physical ballots provided at the convention must include:

General Election information

- Candidates' statements, email addresses, and phone numbers
- Ballots
- Blank ballot security envelope

All ballots shall be validated and logged in by the Election Committee. Any ballot received without knowing who it came from shall be considered anonymous and shall not be counted.

The Election Committee shall consist of three people. The Chair shall appoint the Election Committee Chair who shall then recruit two assistants.

Polls should close at the end of the post-convention meeting. The Election Committee Chair determines when and where the Elections Committee shall count the votes. The votes should be counted following the Post-Con Meeting and the winners announced at the social following the post-convention meeting.

REWRITTEN POLICY: Voting is conducted online using a secure voting system. Ballots should be emailed to all eligible voters at least 30 days prior to the election date, and must be emailed no later than 21 days prior to the election date.

If the ballots cannot be emailed 21 days prior to the election date (due to meeting schedules or other factors) the Election Chair shall propose to the Exec Team by the January meeting of the current convention year a modified schedule for Elections taking the convention timeline into account. Upon approval by the Exec Team, the modification will apply to the current convention only.

The ballots must include:

- General Election information
- Candidates' statements and email addresses
- An individualized link to a secure online voting system.

All ballot results shall be reviewed and validated by the Election Committee. The Election Committee shall consist of at least three people. The Chair shall appoint the Election Chair who shall then recruit the other committee members.

Polls should close on the day of the post-convention meeting and must close by the end of the post-convention meeting. The Election Chair determines when and where the Elections Committee shall review and validate the election results. The winners must be announced at the social following the post-convention meeting and then subsequently by electronic mail announcement.

Organizational Chart

DELETE POLICY: The Secretary shall only accept names for the Organizational Chart from, or with the knowledge of, the Executive Team member under whose department the listing occurs, or from the staff registration database. Committee members must register as staff by the conclusion of the ConCom meeting scheduled closest to but not less than 28 days prior to the start of the current convention. Committee members must include a telephone number and email when registering as staff. Contact information will not be made public and will only be made available to the Exec Team and to those ConCom members with a valid need as determined by their Exec. If the person wishes to vote they must also opt-in during registration.

A person shall not be placed on the Organizational Chart until the Secretary has verified their staff registration. At a minimum, either a phone number or email address should appear on the Exec Team version of the organizational Chart.

Information to be included on the Exec version of the Organizational Chart shall include position, name, phone number, and email address. The list shall also include the general contact phone, email, and address for Norwescon, and a "current as of" date.

Information to be included on the ConCom version of the Organizational Chart shall include position, name, and the appropriate departmental Norwescon email address. The list shall also include the general contact phone, email, and address for Norwescon, and. It shall also include a "current as of" date.

REWRITTEN POLICY:

Onboarding

The Executive Team member or their designate will fill out the online onboarding form as they hire staff members, which will include information such as volunteer name, job title, email address, and to which aliases and/or Google groups they will need to be added. The Secretary and Google Admin will work together to onboard the volunteer, which will include adding their name to the Organizational Chart, sending a welcome email, adding them to appropriate email lists, aliases and Google groups, providing them with Discord access instructions, and access to the staff registration kiosk. If the person wishes to

vote, they must opt-in during registration. Committee members must register as staff by the conclusion of the ConCom meeting scheduled closest to but not less than 28 days prior to the start of the current convention. Special consideration to this policy can be made on a case-by-case basis by the relevant Exec.

Organizational Chart

Names shall be added to the Organizational Chart via the onboarding process. Information to be included on the Exec version of the Organizational Chart shall include position, name, and email address. The list shall also include the general contact email and address for Norwescon, and a "current as of" date. Personal contact information will not be made public and will only be made available to the Exec Team and to those ConCom members with a valid need as determined by their Exec. At a minimum, an email address should appear on the Exec Team version of the organizational Chart.

 Information to be included on the ConCom version of the Organizational Chart shall include position, name, and the appropriate departmental Norwescon email address. The list shall also include the general contact phone, email, and address for Norwescon. It shall also include a "current as of" date.