

Texas Honey Bee Education Association (THBEA)

Decorum Policy

Approved by THBEA's Board of Directors on January 30, 2018

As a member of the Board of Directors of THBEA, I agree that I will conduct myself in accordance with the following.

Meetings

- I will strive to be present at all called Board meetings. If I am not able to be present, I will do my best to let all Board members know ahead of the scheduled meeting.
- I will be ready to start our meetings at the appointed time. I will work to finish meetings at or before the designated time, unless each of us agrees to an extension.
- I will contribute to an agenda and supporting documents for all meetings. I will send these out at least three days before a called meeting.
- I will come to a Board meeting properly prepared to discuss the items on the agenda.
- I will be conscious of telephone etiquette to minimize background noise.
- I will allow all members to have their turns to speak.
- I will give my input, creativity, and insight during each meeting and will not "check out" during a meeting to attend to other tasks.
- I will help the Board set the date, time, and place of our next meeting at the conclusion of each meeting.

Communications/Interactions

- I will send e-mails and other communications to all Board members unless the topic is clearly not one where all of us need to be involved or informed.
- I will endeavor to contribute to spirited discussions on the topics at hand, with civility, and without personal attack.
- I will not forward e-mails or other Board communications to non-Board members without prior consent from the Board.

Conduct

- I recognize that we are a Board of Directors charged with certain duties, responsibilities, and expectations. I will act with professionalism and decorum while representing the Board.
- I will support the Board's decisions, once they are made, and I will verbally communicate positively to those outside the Board on decisions made by the Board.
- I agree to continue discussions on a topic until all have been heard. I recognize that we may not support issues identically, so I agree to hear from each Board member before a decision is rendered.
- I will strive to do what I commit to do and by the committed deadline, knowing that other Board members are counting on me.