



POLICY MANUAL

Updated October 2015

1.0 PURPOSE

1.100 Establish Society and Board of Directors policies for issues not governed by the Society's bylaws.

1.200 Outline procedures for various Society and Board of Directors officers, committees and functions.

2.0 GENERAL POLICIES

2.100 Policy Manual Revisions

2.101 The policies contained within this manual are official operating guidelines for the ISRC. Deviations from the policies are only permitted through action of the Board of Directors. At any regular or special meeting of the Board, policies may be revised, deleted or added.

2.102 It shall be the added responsibility of the Executive Committee of the ISRC to maintain this manual in a current status by updating after each ISRC Board Meeting. All future revisions, deletions or additions must be appropriately identified with the date of Board action and said Board action shall also be contained in the minutes of the respective Board meeting.

2.103 If any situation shall arise where this document is in conflict with the ISRC Bylaws, the Bylaws shall take precedence.

2.200 Society Name and Logo. The name "Indiana Society for Respiratory Care," and the Society's logo are property of the Indiana Society for Respiratory Care. Use of the name and/or logo are limited to official Society business, as approved by the Board of Directors.

2.300 Smoking. There shall be no smoking at ISRC Board Meetings and education seminars.

3.0 BOARD OF DIRECTORS OPERATIONAL POLICIES

3.100 Board of Directors Code of Ethics

3.101 All business of the ISRC Board of Directors and committees shall be considered public information, and available to the Society membership, except actions discussed and acted upon in executive session. Actions discussed and taken in executive session shall be considered private and confidential, and will not be discussed outside the executive session.

3.102 The use of executive session shall be limited to sensitive areas that may embarrass innocent individuals, or plans of the Society of such a nature that exposure could lead to negative, financial, or strategic impact o the Society.

3.103 ISRC officers and members of the Board of Directors shall conduct themselves in such a manner as to project a positive image for the Society and profession. No officer and/or Board member shall engage in any Society activity that might be interpreted as being a conflict of interest with their role in the Society's leadership, or gain any personal financial gain from a Society activity.

3.104 All appointees and special representatives of the ISRC shall abide by the AARC and ISRC Bylaws, and the ISRC Policy Manual. Failure to do so may result in discharge from assigned functions.

3.105 Each Board member shall annually complete the AARC Conflict of Interest statement, and these completed forms will be retained by the Social Secretary.

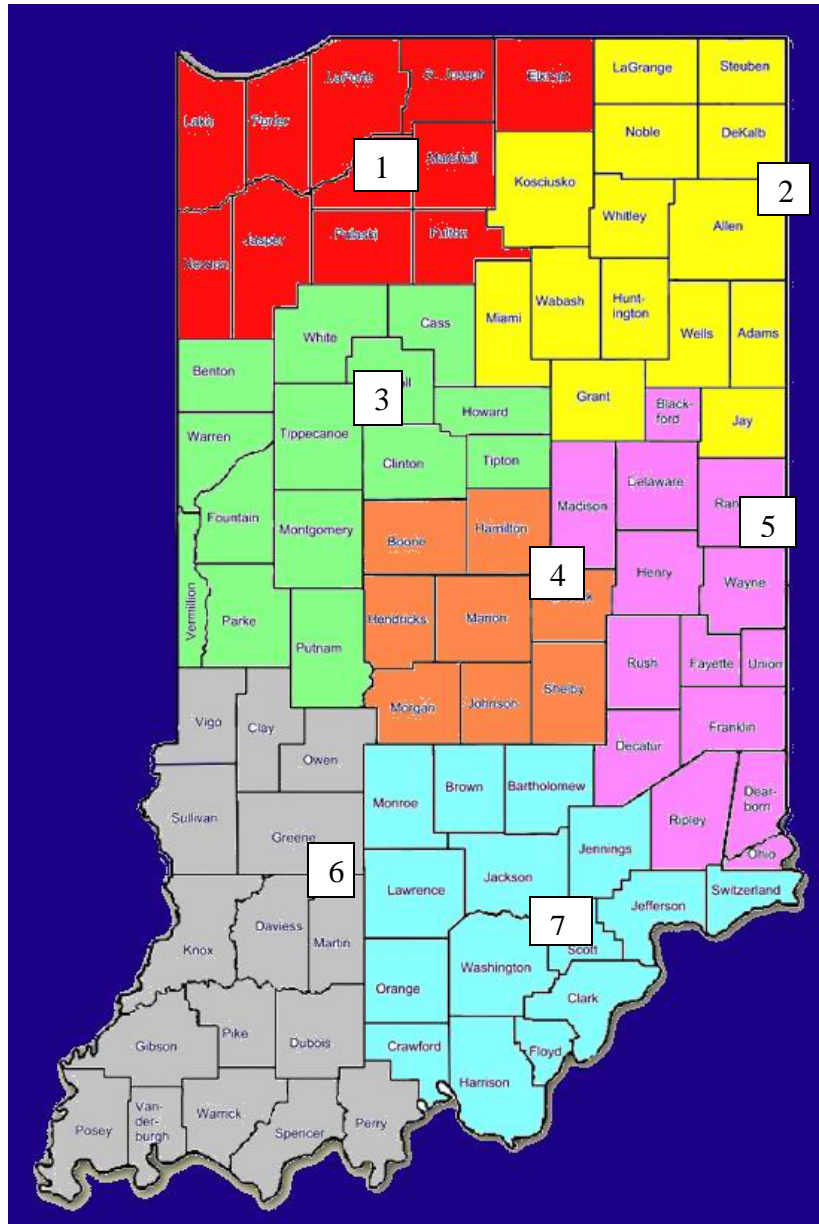
3.106 All Society business shall be conducted in accordance with the AARC and ISRC bylaws, and the ISRC Policy Manual.

3.200 **CHAPTER BOUNDARIES**

3.201 The Board of Directors may change the boundaries of the Society's chapters at any regular Board meeting, provided a quorum of Board of Director members are present, and at least one (1) Director from each chapter being affected by the change is present.

3.202 If a petition signed by a majority of members in a county requesting a change in the Chapter assignment of that county, the Board will consider the petition.

3.203 The decision of the Board on chapter boundaries is final.



3.300 **DUTIES OF OFFICERS**

3.301 President. Specific duties of the President shall include, but not be limited to the following:

3.301.1 Propose annual reimbursement rates to the Board of Directors, to include mileage, per diem, and any other reimbursement or revenue rates that may be deemed necessary.

3.301.2 Determine dates and times of all Board meetings.

3.301.3 Appoint Committee chairs, subject to approval of the Board.

- Strategic Planning
- Public Relations
 - Pulmonary Press*
 - Web Page
 - Awards Coordinator
 - Respiratory Initiative co-chairs (x3)
- Governmental Affairs
- Membership Chair
- Education Committee
- Program Chair

Additional appointments include:

- AHEC
- MICI-AHEC
- IN COPD Coalition
- Altered Standards of Care Guidance (ISDH) Department of Homeland Security (Disaster)
- IN Cessation Summit

3.301.4 Set goals for the Society, and, with input from chairs, for each committee.

3.301.5 Select a Medical Advisor, subject to Board approval.

3.301.6 Appoint a Society Parliamentarian, AARC PACT Coordinator, Local Arrangements Coordinator, and PayPal Administrator.

3.301.7 With input from the Executive Committee, develop an annual budget for approval of the Board.

3.301.8 In cooperation with the Awards Coordinator, select a worthy individual for the President's Award, and any other special awards to be presented.

3.301.9 In cooperation with the Membership Chair (s), write a welcome letter for distribution to new members.

3.301.10 Recognize individuals, members and/or non-members, who make significant contributions to the Society. Such recognition will take the form of Certificates of Appreciation.

3.301.11 Obtain bonding in accordance with AARC Guidelines.

3.302 President Elect or Past President. Specific duties of the President Elect or Past President shall include, but not be limited to the following:

3.302.1 Receive and deposit all funds, and report such deposits to the Treasurer.

3.302.2 Obtain bonding in accordance with AARC Guidelines.

3.302.3 Pursue collection of any bad debt.

3.302.4 With input from the incoming Executive Committee, develop an annual budget for approval of the Board (President Elect only).

3.303 Secretary. Specific duties of the Secretary shall include, but not be limited to the following:

3.303.1 Record minutes of the Board and Executive Committee meetings, and submit a copy to the President in a timely manner for his/her approval.

3.303.2 Distribute copies of Board meeting minutes to the AARC, ISRC Publications Coordinator, ISRC Web Page Coordinator, and any others the President or Board deem appropriate.

3.303.3 Carry out appropriate correspondence for the Society.

3.303.4 Complete any reports required of the Society.

3.304 Treasurer. Specific duties of the Treasurer shall include, but not be limited to the following:

3.304.1 Maintaining all financial records of the Society, including checking account and investments. Reconcile the checking account monthly with bank statements.

3.304.2 Constantly monitor the financial status of the Society and keep the Executive Committee informed of the status.

3.304.3 Make recommendations to the Board of Directors regarding financial planning.

3.304.4 Submit financial reports to the Board of Directors at each scheduled meeting.

3.304.5 Complete federal and state tax returns by deadline.

3.304.6 Disburse funds from the Society's checking account for payment of approved expenses.

3.304.7 Participate in the development of the annual budget.

- 3.304.8 Serve as a member of the Program Committee and Executive Committee.
- 3.304.9 Obtain bonding to protect the Society's financial status.

3.305 Directors. Specific duties of the Directors shall include, but not be limited to the following:

3.305.1 Conduct local meetings to disseminate information from the Board of Directors to the membership, and gather input from the membership to assist in guiding the Board of Directors.

3.305.2 Plan an appropriate number of local educational programs for the membership. This can be accomplished as a sole provider or as a co-sponsor. **This event cannot be held within 30 day pre or post the State annual conference.** Also, will apply CRCE cost as set by the BOD annually (ex: 1 CRCE = \$10)

3.305.3 Assist the Education Committee in planning at least one regional educational seminar annually.

3.305.4 Conduct local membership drives.

3.305.5 Serve on Committees as appointed by the President and approved by the Board of Directors.

3.305.6 Maintain current list of hospitals, Respiratory Programs, and Respiratory related companies in coordination with the Membership Coordinator.

3.400 DUTIES OF COMMITTEES

3.401 General Policies:

3.401.1 Each Committee Chair shall, with input and guidance from the President, appoint subcommittee chairs to assure that the business of the Committee is conducted.

3.401.2 Each Committee Chair shall provide a written report of Committee and subcommittee activities to the Secretary before each Board meeting, and an annual report to be presented at the final Board meeting of each year.

3.401.3 Each Committee Chair shall, with input and guidance from the President (or President Elect, when appropriate), develop a proposed budget for each fiscal year. This request shall be submitted to the President at least 30 days prior to the first meeting of the Board each year.

3.401.4 Each Committee Chair shall submit a Statement of Expenses to the Treasurer at each Board meeting.

3.401.5 Each subcommittee chair shall periodically submit a Statement of Expenses to his/her Committee Chair.

3.402 Executive Committee. Specific duties of the Executive Committee shall include, but not be limited to the following:

- 3.402.1 Propose an annual budget for Board approval.
- 3.402.2 Maintain Society Bylaws and Policy Manual.
- 3.402.3 Oversee activities of the Society that impact respiratory care students.

3.402.4 Maintain Society membership list, and make it available to appropriate Society officials that may require it in order to conduct Society business.

3.403 Government Affairs Committee. Specific duties of the Government Affairs Committee shall include, but not be limited to the following:

3.403.1 Negotiate a contract annually with the Society's lobbyist, as directed by the Board.

3.403.2 In conjunction with the Society's lobbyist, monitor the state legislative activity, which may impact the Society's objectives.

3.403.3 Monitor the activities of the Respiratory Care Committee.

3.403.4 Monitor the activities of any regulatory bodies that may impact the Society's objectives.

3.403.5 Send a delegation to the AARC PACT meeting, who will be responsible for organizing and carrying out PACT activities within the state.

3.404 Nominations and Elections Committee. Specific duties of the Nominations and Elections Committee shall include, but not be limited to the following:

3.404.1 Enlist qualified candidates to fill all vacancies due for election each year.

3.404.2 Construct a ballot for presentation to the membership, which includes all pertinent professional information about each candidate.

3.404.3 Conduct annual elections in accordance with the Society's bylaws.

3.404.4 Employ a Certified Public Accountant to tabulate the results of all elections.

3.404.5 Report the results of each election to the Board of Directors for certification, and, following the appropriate motion, destroy all ballots.

Electronic Election Procedure
(days are days before Board of Directors meeting)

90 days	Announcement posted on website
90 days	BOD approves ballot.
90 days	Deadline for membership eligibility for voting "No e-mail list" obtained from AARC
90 days	Announcement sent to AARC for e-mail distribution (includes instructions for obtaining paper ballot, requirements for voting, and timeline for electronic voting) Postcard sent to all eligible members on AARC "no e-mail list," announcing electronic election (includes instructions for obtaining paper ballot, requirements for voting, and timeline for electronic voting)
80 days	Ballot to be completed by Committee. This includes the candidate profiles and paper Ballot.
75 days	Membership list obtained and prepared (student and industrial names removed; for active members, all fields except AARC # and member name removed) Deadline for paper ballot request Nominations & Elections Chair prepares ballots for mailing
60 days	Paper ballots mailed. Voting period for paper ballots begins <u>Bylaws require ballots be mailed 60 days prior to BOD mtg.</u> Member names of those receiving paper ballots removed from electronic voting list Electronic voting list sent to accountant
60 days	Profiles placed on website Procedure for electronic voting posted on website
42 days	E-mail sent out by AARC announcing election dates.
40 days	Electronic voting period opens. Link to ballot posted on website (voting period 10 days)
35 days	Post card sent to "no e-mail" list members, reminding them of end date for voting period
32 days	E-mail sent through AARC reminding members that election period ends in 2 days
30 days	Voting period ends for paper and electronic ballots <u>Bylaws require that ballots be postmarked at least 30 days prior to BOD meeting</u>
20 days	Accountant reports results to Nominations & Elections Committee Chair <u>"No more than 20 days" required by bylaws</u>
15 days	Nominations & Elections Chair OR President/President-Elect sends letters to nominees
0 days	Board meeting - Board receives and approves election results

3.405 Education Committee. Specific duties of the Education Committee shall include, but not be limited to the following:

3.405.1 Plan and present the Society's annual fall seminar.

3.405.1.1 Set the site for the annual seminar, and contract with all appropriate individuals or firms necessary for the presentation of the seminar.

3.405.1.2.1 Select speakers and topics for the seminar.

3.405.1.2.2 Prepare a budget for the seminar.

3.405.1.2.3 Set registration fees for attendees and exhibitors at the seminar.

3.405.1.5 Set honoraria rates, and negotiates financial payments to speakers for travel expenses, if appropriate.

3.405.1.6 Make all other decisions regarding the presentation of the seminar.

3.405.2 Assist in planning and presenting local and regional programs throughout the state during the year.

3.405.4 General policies of the Education Committee concerning seminars and other educational meetings:

3.405.4.1 Products not related to respiratory care will not be permitted in the exhibit hall. Determination of non-related products will be at the discretion of the Committee.

3.405.4.2 No merchandise sales will be made in the exhibit hall.

3.405.4.3 Hospitality suites shall not be open while educational offerings are in session.

3.405.4.4 Lectures may be recorded for personal use only, and must be recorded from the attendee's chair.

3.405.4.5 Speakers and special guests of the ISRC will not be charged for attendance at the seminar.

3.405.4.6 Student AARC members shall be admitted to seminars at reduced fee rates, as determined by the seminar planning committee.

3.405.4.7 Members of the program planning committee shall be exempt from registration and lodging fees.

3.405.4.8 All revenues from seminars and other educational offerings will be deposited in the Society's bank account, unless contractual obligations designate otherwise.

3.405.4.9 Conference and vendor registrar may receive and deposit funds, and report such deposits to the Treasurer.

3.405.5.0 Elected BOD may be given a discount for working at the annual conference. This will be determined on an annual basis by the Executive Committee. It will be communicated to the BOD as appropriate.

3.406 Public Relations Committee. Specific duties of the Public Relations Committee shall include, but not be limited to the following:

3.406.1.1 Publish the Society's Newsletter, the *Pulmonary Press*.

3.406.1.1 The *Pulmonary Press* should be published on a regular basis, according to the schedule established by the editors, to maximize the benefit to the Society and membership.

3.406.1.2 Advertising in the *Pulmonary Press* shall be limited to products or services which are related to the practice of respiratory care, and are not in conflict with the goals and activities of the ISRC or the AARC. The Editorial Board of the *Pulmonary Press* shall determine which companies/services will be allowed to advertise, based on the above criteria. Any company or service wishing to advertise, and who is denied the opportunity to do so, may appeal the Editorial Board's decision to the ISRC Board of Directors, through the Executive Committee.

3.406.1.3 A prominent disclaimer statement shall be published with each issue of the *Pulmonary Press*, stating that printing of advertising is not an endorsement of the product by the ISRC.

3.406.1.4 Placement of advertising should be completely under the control of the publication editors.

3.406.1.5 No more than one-third of the total space in the newsletter should be devoted to advertising.

3.406.1.6 In addition to Society members, the newsletter should be sent to: (a) Indiana Respiratory Care Schools; (b) Presidents and publication editors of other AARC affiliates; (c) AARC Executive Office; (d) AARC President; (e) Chairperson of AARC House of Delegates; (f) AARC House of Delegates Publications Chairperson; (g) ISRC Medical Advisor; (h) American Lung Association of Indiana Regions; (i) Indiana Thoracic Society President.

3.406.2 Maintain the Society's internet web page.

3.406.3 Oversee the Society's recognition awards. Annual awards shall include, but not be limited to the following:

3.406.3.1 Journalism Awards: Student – plaque and monetary award
Professional – plaque and monetary award

Patrick E. Doyle Award

ISRC Literary Award (\$750)

Bob Glass ISRC Literary Award (\$750)

3.406.3.2 Chapter Awards: Chapter of the Year – plaque Most Improved Chapter (Attachment A)

- 3.406.3.3 President's Award – plaque
- 3.406.3.4 Other awards may be established at the President's discretion.
Bob Glass
- 3.406.4 Conduct public relations activities to promote the Society and the profession.
- 3.406.5 Oversee the Respiratory Initiative
 - 3.406.5.1 Appoint Northern, Central & Southern co-chairs to assist Chapter Director's in their efforts.
 - 3.406.5.2 Duties of the Respiratory Initiative include the following:
 - 3.406.5.1.1 Works with the community by promoting the profession of respiratory
 - 3.406.5.1.2 Works with area hospitals to promote job shadowing
 - 3.406.5.1.3 Works with ISRC Chapter Directors and other board members to provide education on respiratory profession and lung health.
 - 3.406.5.1.4 Facilitates coordination of classroom education, career fairs, and/or health fairs by providing qualified individuals to speak and/or work at these events.
 - 3.406.5.1.5 Promotes area colleges throughout the state and promotes the various respiratory programs.

3.407 Strategic Planning Committee. Specific duties of the Strategic Planning Committee shall include, but not be limited to the following:

- 3.407.1 Develop a strategic plan for the Society.
- 3.407.2 Conduct activities to assist in developing a plan for the Society's future.
- 3.407.3 Membership Chair
 - 3.407.3.1 Shall provide labels to Board members and committee/subcommittee chairs as requested.
 - 3.407.3.2 Requests will be made at least three weeks prior to needing them from the Membership Chair.
 - 3.407.3.3 Requests shall be made via two routes (i.e. email and telephone call or telephone call and request in writing via the postal service).
 - 3.407.3.4 Has two weeks to mail out the request. If the membership chair will be unavailable for 10 or more days, this must be communicated to the Board President and Secretary so that Board members can be informed.
 - 3.407.3.5 Ensures that the state membership data base is updated within 30 days of receipt of national updates.
 - 3.407.3.6 Will communicate to the Chapter Directors and President any members who are getting ready to lapse on their annual renewal.
 - 3.407.3.6.1 Provides renewal options with this communication.

- 3.407.3.7 Will provide data related to membership trends to the Chapter Directors and President on a timely basis and at the BOD meetings at a minimum.
- 3.407.3.8 Maintains a mailing list of hospitals, extended care facilities, home care agencies, schools and other agencies (i.e. ALA), as obtained and updated by the Chapter Directors.
- 3.407.3.9 Ensures all new members are sent a certificate and welcoming letter to the ISRC.
- 3.407.3.10 Serves as a resource for questions related to membership.
- 3.407.3.11 Assists Chapter Directors with membership building activities.
- 3.407.3.12 Maintains AARC Vouchers process as noted below:

(PURCHASING AARC MEMBERSHIP VOUCHERS) INSTRUCTIONS

1. Make copies of AARC application
 - a. Applications available on-line and/or AARC Times and RC Journal
2. Have applicant complete AARC application
3. Take application and have applicant make check to ISRC (may use Credit Card also)
4. Chapter Director's make copy of check
 - a. Send copy of check and application to Membership Chair (Ted Jackson)
5. Send original check to ISRC President-Elect or Past-President with Deposit of Funds Summary

4.0 FISCAL POLICIES

4.100 General Financial Policies:

- 4.101 The Board of Directors is responsible for all financial obligations of the Society.
- 4.102 The President-Elect or Past President will act as the agent responsible for receipt and deposit of all income for the Society. The Treasurer will act as the agent responsible for disbursement of all Society funds.
- 4.103 Collection on bad checks is to be handled by the President-Elect/Pas-President.
- 4.104 Signatories for bank accounts are the President, Past President or President Elect and Treasurer.
- 4.105 The Treasurer shall manage all financial accounts, assuring that the liquid assets of the Society are sufficient to cover the operational expenses of the Society.

4.106 The Board shall retain the services of a Certified Public Accountant for the purpose of an annual financial review.

4.200 Fees:

4.201 The ISRC shall receive an annual revenue sharing check based on the Society membership. These funds shall be deposited in the Society's general fund, and shall be used for operational expenses.

4.202 The Society shall allocate \$1.00 to each Chapter for each active member in the Chapter to be used for Chapter activities, or a minimum of \$75.00 annually.

4.300 Expense reimbursement:

4.301 All expense reimbursement shall be submitted on the appropriate Expense Reimbursement form. Whenever possible, receipts should accompany the request.

4.302 Whenever possible, request for reimbursement should be submitted in advance, to either the appropriate Committee Chair or the President.

4.303 Only actual expenses as shown on receipts will be reimbursed.

4.304 Travel expenses (mileage) shall be paid to Officers and Directors and other individuals deemed appropriate for travel to Board meetings, provided such travel is greater than 50 miles round trip. Ride sharing is encouraged and only the driver will be reimbursed.

4.304.1 Any telephone or web BOD meetings will not incur any travel expense.

4.305 Travel expenses (mileage) shall be paid to Committee members for travel to Committee meetings, provided such travel is greater than 50 miles round trip. Ride sharing is encouraged, and only the driver will be reimbursed. Such travel expenses shall be included in the Committee's budget, and reported on the Committee Expense Form, which the Chairperson will submit to the Treasurer after the meeting. Travel expenses for Committee members must be approved in advance by the Committee Chair.

4.306 Individuals are encouraged to submit a portion of travel expenses to their employer, when appropriate.

4.307 Travel expenses for the Society President will be included in the Executive Board Contingency Fund.

4.308 Expenses approved for reimbursement include:

4.308.1 Travel:

4.308.1.1 Long distance transportation – round trip airfare, tourist class, thirty-day advance purchase, Saturday night start if total travel package is less expensive.

4.308.1.2 Alternative transportation shall be reimbursed at a rate not to exceed available airfare.

4.308.1.3 Auto travel will be reimbursed at the mileage rate set annually by the Board, total not to exceed available airfare.

4.308.1.4.1 Transportation to and from airport in destination city.

4.308.2 Lodging:

4.308.2.1.1 Room sharing is encouraged, if appropriate.

4.308.2.1.2 Reimbursement will be made for room charge and taxes only.

4.308.3 Registration fees – when necessary, advertised advance registration fees will be reimbursed.

4.308.4 Per Diem:

4.308.4.1 Per diem expenses will be reimbursed at the rate set annually by the Board.

4.308.4.2 Approved per diem expenses include food and necessary local transportation.

4.308.4.3 Personal expenses are not reimbursed (i.e., laundry, telephone, rental cars, taxis, entertainment).

4.400 The Society shall maintain E-commerce accounts as the Board of Directors shall deem necessary for conducting the business of the Society. The Society shall pay fees to E-commerce company as needed to maintain the account(s).

4.400.1 The Society President shall appoint, with the approval of the Board of Directors, an individual to act as E-commerce Coordinator. This individual shall be responsible for monitoring all activities of the E-commerce accounts, and report activity to the Treasurer prior to each BOD meeting.

4.400.2 The E-commerce Coordinator shall periodically move funds from the accounts to the Society's checking account, and submit to the Society Treasurer completed Deposit of Funds form with supporting documentation for each transaction.

4.400.3 The Society President and Treasurer shall have access to the E-commerce accounts for review only.

4.500. INVESTMENT POLICY

4.510. The financial goal of the ISRC is to generate and maintain monies adequate to fund the Society's activities and goals.

4.520. The Society will maintain in liquid assets (checking and savings) an amount approximately equal to one year's operating budget; surplus funds will be invested in funds that are essentially free of tobacco involvement.

4.521. The treasurer will monitor the balance of funds in checking and savings, and move funds into investment accounts when appropriate, with Presidential and BOD approval.

- 4.522. No more than 20% of funds will be invested in fixed return funds (bonds). This balance will be reviewed annually, and may be adjusted by the Board of Directors. Varying maturity length bonds will be sought.
- 4.523. The remainder of funds will be invested in no fewer than 3 mutual funds.
- 4.524. The treasurer will monitor the makeup and balance of investment accounts, report fund balances and performance at each BOD meeting, and, with Presidential and BOD approval, make transfers when appropriate.
- 4.525. Annual interest/dividends from any investment fund may, at the discretion of the BOD, be withdrawn from the account and deposited in the Society checking account to help offset operating funds.
- 4.526. Principal withdrawals from investment accounts will be made only to fund special projects approved by the BOD.

5.0 MEDICAL ADVISOR

5.100 The ISRC Medical Advisor will have the AARC annual dues paid by the ISRC each year while holding this position.

5.200 The ISRC Medical Advisor is asked and encouraged to attend the ISRC Fall Seminar and Board of Directors Meetings. All expenses will be paid by the ISRC. Minutes of each Board Meeting will be sent to the ISRC Medical Advisor.

6.0 DELEGATE CHANGE IN POSITION

6.01 In order to comply with AARC House of Delegates (HOD) policy HD004, this policy will be applied if either Delegate is elected as a HOD officer.

6.200. If the Delegate in the first biennium of his/her term (junior delegate) is elected as a HOD officer the following will take effect:

6.200.1. He or she will temporarily relinquish all responsibilities associated with being junior delegate while serving as HOD officer.

6.200.2. The President-elect or Past-president will serve as Interim Delegate in accordance with HOD policies.

6.200.3. Upon completion of his/her term as HOD officer

6.200.3.1. They will automatically be reinstated to complete the remainder of their term as Delegate.

6.200.3.2. The Past-president or President-elect will cease to serve as Interim Delegate.

6.300. If the Delegate in the second biennium of his/her term (senior delegate) is elected as a HOD officer the following will take effect:

6.300.1. He or she will temporarily relinquish all responsibilities associated with being senior delegate while serving as HOD officer.

6.300.2. The junior delegate will assume all the responsibilities of the senior delegate, including voting and membership on the ISRC Executive Committee.

6.300.3. The Past-president or President-elect will serve as interim delegate in accordance with HOD policies.

6.300.4. Upon completion of his/her term as HOD officer

6.300.4.1. They will automatically be reinstated to complete the remainder of their term as Delegate (if applicable).

6.300.4.2. The junior delegate will discontinue performing the responsibilities of the senior delegate and resume performing the responsibilities of junior delegate.

6.300.4.3. The Past-president or President-elect will cease to serve as Interim Delegate.

6.400. If the Past-president or President-elect is unable to serve as Interim Delegate, the ISRC Board will elect a member to serve in that position.

6.500. Both Delegates may not serve as HOD officers at the same time. If both wish to serve at the same time and are not able to solve the conflict, then the decision will be made by the President, President elect/Past President, Secretary and Treasurer. If the vote of this group ends in a tie then it will go to the Chapter Director's for a vote.

7.0 Guidelines for the Board of Directors Electronic Voting (eVoting)

7.100. The policy manual of the Indiana Society for Respiratory Care (ISRC) provides that certain decisions can be taken by online voting (eVoting). The ISRC Board of Directors (BOD) will decide which items can be submitted for eVoting. In no circumstances can Bylaws changes be voted upon electronically by the BOD. Remote and or web-based BOD meetings are not considered "online voting" or eVoting. However, once the BOD does approve a bylaws change, an electronic vote for the general membership is permissible.

7.200. These rules regulate the procedure of eVotes and how results are calculated. The intention of these rules is to provide a fair and pragmatic way to let the ISRC make decisions by eVoting

7.300. Procedure

7.301. Board members wanting to introduce a motion must first contact the President to have the motion recognized.

7.302. Motions are e-mailed from the Secretary as directed from the President or other designee. A request for a second will be made.

7.302.1 Motions are initiated by a voting proposal via email and will be explicitly marked as a voting proposal by stating the email subject line with the string "Voting Proposal", followed by a discussion period. After the discussion period the voting period is started. The voting is finished by calculating and publishing the results.

7.302.1.1 Once the motion is recognized by the President and seconded by a BOD member, the President or their designee will announce a period of discussion.

7.302.1.2 The motion posted will include the originator of the motion, the individual who seconded the motion, the deadline for discussion and the deadline date for voting. The deadline times will be 12 noon EST.

7.302.1.3 Unless specified otherwise, the discussion period will last 14 (fourteen) calendar days. The voting will last 7 (seven) calendar days. The discussion period should always be used to discuss the voting and form opinions about the options which are available for voting.

7.302.2 Before the voting period begins, the member who has initiated a motion can retract the motion by sending an email to the BOD stating the intention to retract the motion.

7.302.3 When the discussion period has finished the voting is started by sending the motion to the voting BOD members.

7.302.4 Each voting member can vote with “Yes”, “No”, or “Abstain”.

7.302.4.1 If there are more “yes” than “No” votes, the decision is accepted.

7.302.5 Quorum

7.302.5.1 The result of a voting only becomes effective when the number of votes which have chosen an option different from “abstain: is greater than 50 (fifty) percent of the number of BOD voting members. If this quorum isn’t reached the voting is considered invalid. An invalid voting can be repeated by reintroducing the motion as outlined above.

7.303. Every effort should be made to only have one motion active electronically at any time.

7.304. The secretary will report the results via e-mail. A copy will be kept and ratified at the next BOD meeting. Results of online votes are effective immediately following publication of the results unless otherwise stated in the voting proposal.

7.304.1. The originator of the motion will be notified of the BOD action by the Secretary via email if they are not part of the BOD as they would have already been informed.

7.305. If a motion requires faster turn-around the President can authorize a shorter time period. This should be considered an exception and used only for urgent issues. The subject line will indicate that a motion is urgent.

