

**Interfaith Roundtable of Kauai**  
**Operational Guidelines Adopted March 30<sup>th</sup>, 2012**  
**(Revised 2/22/13, 3/22/13, 11/22/13, 6/27/14, 7/31/15)**

**Goal:** To operate effectively as a group and to complete our monthly meeting business in 60 minutes with much of it being handled outside of the monthly group meetings to allow for the inclusion of a program of interest at our monthly Roundtable Meetings. This is to allow for a speaker or other program as a regular part of the meeting agenda.

**Proposed standard Agenda items:**

1. Opening Prayer
  2. Welcome and Call to order, Introductions
  3. Minutes from last meeting
  4. Treasurers report
  5. Message from one of the two co-chairpersons
  6. Committee Reports
  7. Future Events
  8. Old Business
  9. New Business
    - a. Agenda items for next meeting
    - b. Other new business
  10. Program
  11. Announcements
  12. Adjourn
  13. Closing Prayer
- Next Meeting Date** \_\_\_\_ **noon Lihue Hongwanji**

**Timeline for submission of Minutes, Agenda items and Committee Reports**

1. Agenda items are to be sent to the applicable co-chairperson two weeks prior to the next meeting for consideration and inclusion as possible.
2. Committee Reports are due 10 days before the next meeting for inclusion as attachments in the meeting announcement. Committee reports to include minutes of meetings held, members in attendance, actions decided, recommendations, progress and the next meeting date.
3. Meeting announcements with agenda and committee reports attached will be sent one week prior to the next meeting.
4. Minutes to be sent out within one week following meeting. Minutes should always include a notice of the next meeting and the deadline for submission of new Agenda items.

**Officer Functions and Commitment to Serve**

1. Treasurer will acquire, follow up and be responsible for our mail, financial and banking records. He/she will give the Treasurers Report at our monthly full group meetings.
2. One of the two co-chairpersons will officiate at the meetings, will set the agenda, will establish Committees and Appoint Committee Chairpersons, be an ex-officio member on all committees, hold Executive Committee Meetings as necessary, provide group oversight to insure we are operating in alignment with our Mission Statement, and insure that our monthly meetings are productive and that the meeting room is ready.
3. Other co-chairperson will fill in for and help the co-chairperson as needed and will chair a major committee if available.
4. Secretary will send out meeting notices, take and send out minutes from previous meetings, maintain the group minutes, and the group contact list.

5. Committee chairpersons help the committee function, do not do all the work themselves, call meetings, set agendas, record decisions, remind members of their task and objective, act and report with the support of the committee, submit a written report and or minutes via email to: [interfaithroundtableofkauai@yahoo.com](mailto:interfaithroundtableofkauai@yahoo.com) for inclusion in the next meeting announcement that includes the next committee meeting date, provide a clear recommendation to the full group when a decision is needed.
6. Every committee ideally will have a chair and vice chair to allow continuity in the programs and a back-up person in the event the chair becomes unavailable.
7. Commitment to Serve includes:
  - a. To establish as a high priority my attendance at all meetings of the board, committees and task forces on which I serve.
  - b. To come prepared to contribute to the discussions of issues and business to be addressed at a scheduled meeting, having read the agenda and all background support material.
  - c. To represent the organization in a positive manner at all times and in all places.
  - d. To observe the parliamentary procedures outlined in Roberts Rules of Order and display courteous conduct in all meetings.
  - e. To avoid conflicts of interest between my position as a board member and my personal and professional life. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.
  - f. To support in a positive manner all actions taken by the board or committee even when I am in a majority position on such actions.

### **Proposed Group Guidelines and Communication Standards**

1. Use BCC (blind copy feature) of the IROK group email list to protect the privacy of members and to ensure our list is not overused. Executive committee and Membership committee chairpersons are authorized to have the full list. Others may be granted the list on an as needed basis with Executive Committee or full group approval.
2. Effective Emails:
  - a. Have a complete subject line which clearly reflects the message. Studies have shown that 95% of recipients do not go past the subject line unless it is pertinent to them and even less than 5% will open a message from someone they do not know without a subject.
  - b. Include inline text of the pertinent information. People are less likely to open attachments than to read inline text.
  - c. As a group it would be ideal if we could limit the IROK emails that are sent out to two a month. When folks receive a barrage of emails many of which are intergroup responses they stop opening our emails. Effective emails are direct, planned and focused.
  - d. Use PDF format for attachments to emails to protect their content from being altered and to ensure everyone can open them regardless of their computer and software.
3. Emails and other correspondence that are sent out on behalf of the IROK require Executive Committee or full group, in attendance at a regularly scheduled meeting, approval with the exception of Officer responsibilities designated here within.
4. To be successful and harmonious we must operate as a team. Unilateral decisions and actions by individual group members are detrimental to any organization.
5. Problems or concerns should be directed to the attention of the Executive Co-chairperson(s) and or the Executive Committee so they can be quickly resolved.

### **Proposed Banking and Funds Distribution Policy**

The IROK bank account is with BOH. Checks require only one officer's signature. Emergency approval (between monthly meetings) can be obtained with the verbal agreement of two officers. With

regards for funding future projects, prior to receiving funds for any proposed event or project, the committee chairperson(s) must submit a proposed budget to be approved by the membership in attendance at the monthly meeting in which the proposal is submitted and discussed.

2/22/13: Revisions: Business to be held as efficiently as possible to allow for a speaker/program at 12:30 following the business. Change to 30 minute goal. Motion by Vel Alahan, GG Shanley 2<sup>nd</sup>, unanimous vote.

3/22/13 Revision: Revisions to be stated on the guidelines with date. Motion by Pat Parks, unanimous vote.

11/22/13: Revisions: Every Committee will have a Chair and Vice Chair; Committee Chairs to submit their reports via email to: [interfaithgroundtablekauai@yahoo.com](mailto:interfaithgroundtablekauai@yahoo.com). Motions were seconded and approved

6/27/14: Revisions: With approval from the committee, added a Banking and Funds Distribution Policy to the Operational Guidelines. "Announcements" is added to the agenda.

7/31/15: Revision: Amendment to the operating guidelines to reflect that the duties of the chairperson will be divided between two co-chairpersons was proposed and passed.