

## **POLICIES AND PROCEDURES OF THE AAUW MARYLAND BOARD OF DIRECTORS**

The AAUW Maryland board of directors has the general power to administer the affairs of AAUW Maryland and to initiate and carry out its programs and policies. The board shall act for the state between state conventions. See *Article X. Section 3. Fiscal Responsibilities* in the AAUW Maryland bylaws.

When appointing officers and chairs, the board may assign the duties of a position to a board member who holds another position.

Members are expected to:

1. Meet at the call of the state president
2. Participate in the discussions and decisions that come before the board.
3. Assist the president by suggesting board appointments.
4. Attend all other meetings of the state.
5. Be familiar with the AAUW Maryland bylaws.

### **Procedure for Removal Of An Officer**

This policy specifies a procedure for removal of an elected officer (member of the Executive Committee) of AAUW Maryland. A decision about removal will be made by the Board of Directors, which includes branch presidents.

The board may remove an officer by a two-thirds (2/3) vote of a quorum of the board of directors then in office.

1. At a meeting of the board, any director may suggest the removal of a specific officer (the Subject Party) and provide reasons in support of such action.
2. After discussion, if more than one-third (1/3) of the directors agree that removal should be considered, the board shall send to the Subject Party a written notice (Notice of Possible Removal) presenting the facts that support removal of the Subject Party.
3. The Subject Party may choose to respond in writing. Response must be received by the President within thirty (30 ) days after written notice has been sent by the board.
4. After thirty (30) days, regardless of whether a response has been received, the board of directors shall meet. The Subject Party may choose to be present and may deliver a response. The board shall discuss the situation and any relevant documents.
5. After discussion, the board shall vote on the matter. A two-thirds (2/3) vote by the members present is required to remove the Subject Party.