

SAVE OUR TRAILS – Policies adopted

(Rev. 5)

4/17/2010

Set the initial terms of the Vice President and the Treasurer be limited to one year, after which the terms may be extended or new officers elected for a term of two further years.

9/18/2010

No member of SAVE OUR TRAILS may write a letter or take a stand at a public meeting as a representative of SAVE OUR TRAILS unless the letter or position has been approved by a vote of the Board of Directors. In urgent situations, where the letter should be written or public statement made before the next meeting of the Board, a draft of the proposed letter or statement may be sent by email to all Board Members, and Board Members polled by email. If a quorum responds, and a majority responds affirmatively, then that will be considered as authorization for the letter to be sent or the position statement to be made at a meeting in the name of SAVE OUR TRAILS. However, if two or more Board Members object (even if a majority are in favor), the letter may not be sent and the position may not be taken without majority approval after discussion at a Board meeting.

11/1/2010

Board Members' email addresses and phone numbers should be distributed to other Board Members.

Draft Minutes shall continue to be distributed only to Board Members, but the minutes, once approved, shall be posted on the SOT web site.

12/6/2010

The Annual Meeting shall be held as the first meeting in March every year.

No Member shall forward any email addressed to SAVE OUR TRAILS Board Members to any outside party without the explicit *a priori* authorization of the Board.

1/3/2011

Mail to the Board of Directors shall be managed as a "moderated list". (That is, mail from a Director shall be sent to all Directors, whereas mail from outsiders shall be sent to a designated moderator who shall review the mail and forward it to all Directors if it is deemed appropriate.)

For the election of the Board of Directors, all candidates for Director shall be listed alphabetically starting at a randomly selected letter of the alphabet, and no officially-recommended "slate" of candidates shall be identified.

4/11/2011

No member shall expend any money or make any monetary commitment on behalf of the organization without prior approval of the Board.

5/31/2011

A person's resignation from the Board should be documented in the minutes (in the minutes of a subsequent meeting, if necessary.)

1/9/2012

SAVE OUR TRAILS will not endorse any candidates for political office.

5/14/2012

No member shall expend any money or make any monetary commitment on behalf of the organization without prior approval of the Board. In urgent situations, where it is necessary to disperse money for purposes of the Organization before the next meeting of the Board, a request for approval of the expenditure may be sent by email to all Board Members, and Board Members polled by email. The request shall state the amount and the purpose of the expenditure. If a quorum responds, and a majority responds affirmatively, then that will be considered as authorization for the expenditure in question. However, if two or more Board Members object (even if a majority are in favor), the expenditure of Organization funds may not be made without majority approval after discussion at a Board meeting.

9/10/2012

Officers shall contact the Membership by email for political action only on issues directly related to SAVE OUR TRAILS business.

1/14/2013

All formal SAVE OUR TRAILS position papers approved by the Board shall be posted on the web site.

The mission statement is amended to read *"To promote trails in Santa Clara County for the benefit and enjoyment of all."*

5/7/2013

Policies for treatment of emails

An email shall be only on a single topic. A writer who has several topics to discuss should write several emails, one on each topic.

Modification of the Policy on sending an email to the full membership

Under current policy, only Officers have the permission to send an email to the full membership. On occasion, Officers have done so unintentionally. Under the modified policy, the Members' elist would be moderated, but each of the Officers would be a moderator. That means that each time an Officer wants

to send an email to the Members' elist, that Officer needs to approve the posting after sending it. It represents a little extra step, but it will help keep email from being placed accidentally on the Members' elist.