

# **BANA POLICIES**

Revised by the Bylaws Committee  
**BRAILLE AUTHORITY OF NORTH AMERICA**

**2003**

## **BANA MEMBERS**

American Council of the Blind (ACB)  
American Foundation for the Blind (AFB)  
American Printing House for the Blind (APH)  
Associated Services for the Blind (ASB)  
Association for Education and Rehabilitation of Blind and Visually Impaired (AER)  
Braille Institute of America, Inc.  
California Transcribers and Educators of the Visually Handicapped (CTEVH)  
The Canadian National Institute for the Blind (CNIB)  
The Clovernook Center for the Blind and Visually Impaired (CCBVI)  
National Braille Association, Inc. (NBA)  
National Braille Press, Inc. (NBP)  
National Federation of the Blind (NFB)  
National Library Service for the Blind and Physically Handicapped, Library of Congress  
(NLS/BPH)

Royal New Zealand Foundation for the Blind (RNZFB), Associate Member

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### **Bylaws Committee Members (2003)**

Mary Lou Stark, National Library Service for the Blind and Physically Handicapped, Library of  
Congress, chair  
Mary Archer, National Braille Association  
Darleen Bogart, The Canadian National Institute for the Blind  
Jerry Whittle, National Federation of the Blind  
Eileen Curran, National Braille Press, Inc., ex officio

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Additional copies may be obtained from the Chairperson of the BANA Board.

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## Record of Changes

In 1997, the Bylaws Committee was charged with making a thorough evaluation of the BANA Policies. As a result of that study, the policies were reorganized and the numbering system was changed. A number of new sections were added. Several of these cover topics discussed and approved in previous meetings, but not previously designated as part of the Policies.

Following is a listing of current sections, with dates of adoption and amendment indicated. Any section that does not have an adoption or amendment date is assumed to have been adopted prior to November 1977, the earliest adoption date shown previously. Minor changes in language, as well as substantive changes, resulted in the section being amended in April 1998.

- 1.0        Previously 8
- 1.1        Adopted December 1997, added to Policies April 1998
- 1.2        Adopted April 1998
- 1.3        Category added April 1998
- 1.3.1      Adopted April 1998
- 1.3.2      Adopted April 1998
- 1.3.3      Adopted April 1998
- 1.4        Adopted April 1998
- 1.4.3      Amended May 2003
- 1.4.5      Adopted April 1998, amended November 1998, amended November 2002
- 1.4.6      Adopted May 2003
- 1.5        Previously 8.E, adopted November 1982, amended April 1998
- 1.6        Previously 8.D
- 1.7.1      Previously 8.A
- 1.7.2      Previously 8.B; adopted April 1981
- 1.7.3      Adopted April 1998
- 1.8        Adopted April 1998
- 1.9        Adopted April 1998
- 1.10      Adopted April 1998
  
- 2.0        Previously 4
- 2.1        Adopted April 1998
- 2.2        Adopted April 1998
- 2.3        Previously 4.B
- 2.4.1      Adopted April 1998
- 2.4.2      Previously 4.A (adopted April 1984), H (adopted November 1990), I, J (adopted March 1993), all amended April 1998, amended May 2003
  
- 3.0        Category added April 1998
- 3.1        Previously 2.H, adopted November 1990, amended April 1998

- 3.2 Previously 1
  - 3.2.1 Previously 1.A, amended April 1998
  - 3.2.2 Previously 1.B, amended April 1998
  - 3.2.3 Previously 1.C, amended April 1998
  - 3.2.4 Previously 1.E, amended April 1998
  - 3.2.5 Previously 1.D, adopted April 1981, amended April 1983, amended April 1998
  - 3.2.6 Adopted April 1998
  - 3.2.7 Previously 1.G, amended April 1998
  - 3.2.7 Previously 1.F, adopted November 1990, amended April 1998
  
- 3.3 Previously 3
  - 3.3.1 Previously 3.A, amended April 1998
  - 3.3.2 Adopted April 1998
  - 3.3.3 Adopted April 1998
  - 3.3.4 Adopted April 1998
  - 3.3.5 Adopted April 1998
  - 3.3.6 Adopted April 1998
  - 3.3.7 Previously 3.B, adopted November 1990, amended April 1998
  
- 3.4 Previously 5
  - 3.4.1 Previously 5.B, adopted March 1987, amended April 1998
  - 3.4.2 Previously 5.C, adopted November 1990, amended April 1998
  - 3.4.3 Adopted April 1998
  - 3.4.4 Previously 5.D, adopted November 1990, amended April 1998
  - 3.4.5 Adopted April 1998
  - 3.4.6 Previously 5.A, adopted April 1981, amended April 1998
  - 3.4.7 Previously 5.E, adopted November 1990, amended April 1998
  - 3.4.8 Adopted April 1998
  
- 3.5 Taken from previous 4
  - 3.5.1 Adopted April 1998
  - 3.5.2 Previously 4.E, amended April 1998
  - 3.5.3 Previously 4.C, amended April 1998
  - 3.5.4 Previously 4.D, amended April 1998
  - 3.5.5 Previously 3.5.6, amended November 2002, previously 4.F, adopted April 1982, amended April 1998
  - 3.5.6 Previously 3.5.7, amended November 2002, previously 9.G, adopted November 1990, amended April 1998
  - 3.5.7 Previously 4.G, adopted November 1990, amended April 1998
  
- 3.6 Adopted November 1998
  - 3.6.1 Adopted November 1998
  - 3.6.2 Adopted November 1998

- 4.0 Previously 2
- 4.1.1 Adopted April 1998
- 4.1.2 Previously 6.B, adopted April 1981, amended April 1998
- 4.1.3 Previously 6.C, adopted November 1990, amended April 1998
  
- 4.2.1 Previously 6.A.1, 6.A.2; amended April 1998
- 4.2.1.3 Amended November 2003
- 4.2.1.5 Adopted October 1999
- 4.2.2.1 Previously 2.E, amended 1998
- 4.2.2.2 Previously 2 D, amended 1998
- 4.2.2.3 Previously 2.A, B, C, D, E, F (adopted November 1987); previously 7.A.4.b, adopted April 1983, amended April 1998; 7.A.3.f (adopted April 1981), amended April 1998
  
- 5.0 Previously 7
- 5.1 Previously 2.G, amended April 1998, amended November 1998
- 5.2.1.1 Previously 7.A.1.b; 7.A.4.b, adopted April 1983; both amended April 1998, amended November 2002
- 5.2.1.2 Adopted April 1998
- 5.2.1.3 Previously 7.A.2.a, amended April 1998
- 5.2.1.4 Previously 7.A.4.c, adopted November 1983
- 5.2.1.5 Previously 7.A.4.a, adopted April 1982, amended April 1998
  
- 5.2.2.1 Previously 7.A.1.a, amended April 1998
- 5.2.2.2 Previously 7.A.1.b, amended April 1998
- 5.2.2.3 Previously 7.A.1.c, amended April 1998
- 5.2.2.4 Previously 7.A.1.d, adopted November 1990, amended April 1998
- [5.2.2.5 Previously 7.A.1.e, adopted November 1981, amended April 1998, amended November 2002, rescinded March 2002]
- 5.2.2.5 Previously 5.2.2.6, amended March 2002, November 2002, previously 7.A.1.f, adopted November 1982, amended October 1991, amended April 1998
- 5.2.2.6 Previously 5.2.2.7, adopted April 1998, amended March 2002
- 5.2.2.7 Previously 5.2.2.8, adopted April 1998, amended March 2002
  
- 5.2.3 Previously 7.A.2.b.1, amended April 1998
- 5.2.4.1 Previously 7.A.2.b.2.a, adopted November 1977, amended April 1998, amended November 1998, amended November 2002
- 5.2.4.2 Previously 7.A.2.b.2.b, adopted November 1997, amended April 1998, amended November 1998, amended November 2002
- 5.2.4.3 Adopted April 1998
- 5.2.4.5 Adopted April 1998
- 5.2.4.6 Adopted April 1998, amended November 1998

- 5.2.5 Based on 7.A.2.b.2, adopted November 1977, amended April 1998
- 5.2.5.1 Adopted April 1998
- 5.2.5.2 Adopted April 1998
- 5.2.5.3 Adopted April 1998
- 5.2.5.4 Adopted April 1998
- 5.2.5.5 Adopted April 1998
- 5.2.5.6 Adopted April 1998, amended November 1998
  
- 5.2.6.1 Previously 7.A.3.a, amended April 1998
- 5.2.6.2 Previously 7.A.3.b, amended April 1998
- 5.2.6.3 Previously 7.A.3.c, adopted November 1986, amended March 1995, amended April 1998
- 5.2.6.4 Previously 7.A.3.d, amended April 1998, amended November 1998
- 5.2.6.5 Previously 7.A.3.e, amended April 1998
- 5.2.6.6 Previously 7.A.3.f, adopted April 1981, amended April 1998
  
- 6.1 Previously 8.C, amended April 1998, amended May 2003
- 6.2 Adopted April 1998
  
- 7.0 Previously 9
- 7.1 Previously 9.A, amended April 1998
- 7.2 Previously 9.B
- 7.3 Previously 9.C, amended April 1988
- 7.4 Previously 9.D, amended April 1998
- 7.5 Previously 9.E
- 7.6 Previously 9.F, G; amended April 1998
- 7.7 Previously 9.H, amended April 1998
- 7.8 Previously 9.I
- 7.9 Previously 9.J, adopted April 1982, amended April 1998, amended November 2002
- 7.10 Adopted April 1998
- 7.11 Adopted April 1998

## 1.0 General Policies

1.1 (12-97, 4-98) The Mission of the Braille Authority of North America, hereinafter designated as BANA, is to assure literacy for tactile readers through the standardization of braille and/or tactile graphics.

1.2 (4-98) Basic mandates for BANA, its member organizations, officers, and Board are contained in the Bylaws adopted by the Board. In conformance with the Bylaws, the Board members shall formulate, adopt and revise BANA Policies as they may deem necessary.

These Policies are guidelines for the implementation of the Bylaws. They may be changed, supplemented, or deleted by a three-fifths (3/5) majority of the full Board at any meeting of the Board at which a quorum is present.

### 1.3 (4-98) Organizational Membership

#### 1.3.1 (4-98) Full Membership

1.3.1.1 The current member organizations shall be full members of BANA.

1.3.1.2 Non-profit organizations and agencies who have the following purposes, scope and functions may be considered for membership in BANA:

Braille use or production must be a primary, but not necessarily the only, purpose of the organization or agency.

Primary braille codes used must be those approved by BANA although codes approved by other braille authorities may be used for production of braille materials intended for use in countries which use a different code.

Scope of the organization or agency shall be national or international.

Organization or agency shall have been working with braille or in support of braille related issues for at least five (5) years.

Function of the organization or business shall be in support of BANA's mission.

1.3.1.3 The process for applying for membership is as follows:

The organization or agency desiring membership in BANA shall submit the following materials to the BANA Board:

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Documents demonstrating commitment to braille and use of BANA codes, including but not limited to, bylaws, mission statement, statement of organizational scope; and

Documents demonstrating fiscal stability over the past five (5) years, such as annual reports.

Documents submitted will be reviewed by the Membership Committee (members to be appointed when requests are submitted) for completeness. Requests for membership will be presented to the Board at the next meeting. Two-thirds (2/3) approval by the total Board is required for acceptance into membership.

### 1.3.2 (4-98) Associate membership

1.3.2.1 Organizations, agencies and businesses who meet the criteria outlined in 1.3.1.2 may apply for membership.

1.3.2.2 The application process outlined for full members will be followed by those seeking associate membership

1.3.2.3 Associate members:

Will receive an orientation packet, approved minutes, updated directories of member organizations and representatives, committee reports, bylaws and policies, press releases.

May attend meetings and participate in discussions.

May NOT vote.

### 1.3.3 (4-98) Individual membership

There shall be no individual membership in BANA.

## 1.4 (4-98) Meetings

1.4.1 There shall be two meetings every year, as close as possible to an interval of six months, the first in the spring, the second in the fall.

1.4.2 The fall meeting shall be the Annual Meeting.

- 1.4.3 (5-03) Each full membership organization shall sponsor a meeting on a rotational basis. Organizations may exchange dates when necessary. The organization representative is responsible for making meeting arrangements and sharing them with Board members. See Appendix A, *Considerations When Hosting a BANA Board Meeting*.
- 1.4.4 Meetings need not be located at the headquarters of membership organizations, but location should consider ease, convenience and cost of travel and accommodations. Dates and lodging arrangements are to be finalized as soon as practicable, preferably allowing for a minimum of (sixty) 60 days advance notice.
- 1.4.5 (4-98, 11-98, 11-02) Technical committee chairpersons or any other person invited to attend a meeting of the Board, including the Immediate Past Chairperson (when invited to the first board meeting held following the end of his/her term as chairperson if no longer a member of the board), shall be reimbursed for legitimate documented expenses.
- 1.4.6 (5-03) As authorized in Article 7 of the Bylaws, actions may be conducted between meetings via email. See Appendix B, *Guidelines for Email Voting*.
- 1.5 (11-82, 4-98) Recognizing its responsibilities as an organization whose decisions affect the public, BANA encourages observers at its Board and committee meetings when possible.
  - 1.5.1 Those who wish to observe at a BANA Board Meeting should request Observer Status from the BANA Chairperson.
  - 1.5.2 Those who wish to observe at a BANA committee meeting should request observer status from the committee chairperson.
  - 1.5.3 The committee chairperson should inform any BANA Board member in the vicinity of an upcoming meeting as to its location, time and purpose.
- 1.6 The member organizations of BANA shall receive official notification of adopted changes.
- 1.7 Cooperation with international braille organizations.
  - 1.7.1 The Braille Authority of North America shall co-operate with organizations established to set rules for braille in order to pursue a standard braille code for English-speaking countries.

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- 1.7.2 (4-81) It is the policy of BANA to make changes in the braille code in cooperation with other English-speaking countries.
- 1.7.3 (4-98) BANA delegates to international conferences should be able to accept nomination to an office, if asked. BANA will pay appropriate expenses of attending related meetings for BANA chair and other delegates if member organizations are unable to do so.
- 1.8 (4-98) The BANA directory, or any portion thereof, shall not be made available to organizations or individuals for any other purpose than BANA business as defined by the Board.
- 1.9 (4-98) BANA stationery shall be used only for correspondence related to BANA business. At no time shall such correspondence be placed on stationery carrying the letterhead of another organization.
- 1.10 (4-98) Brochures and other materials for public relations purposes, which are to be distributed free of charge, shall be prepared only after approval by the Board.

## 2.0 Financial Policies

2.1 (4-98) The fiscal year shall be from January 1 through December 31.

2.2 (4-98) Fiscal operations shall be based on an annual budget.

2.3 Budget Approval: The Chairperson is authorized to reallocate line items not to exceed the total of the budget. The approved budget should be distributed as part of the minutes of the annual business meeting.

2.4 (4-84, 11-90, 3-93, 4-98) Reimbursement policies

2.4.1 (4-98) Reimbursement requests are to be submitted by committee chairpersons and Board members in the fiscal year in which they were incurred, with no expenses submitted later than January 15 of the next fiscal year.

2.4.2 (4-84, 4-90, 3-93, 4-98, 5-03) Guidelines for Reimbursement:

The BANA Treasurer shall be responsible for supplying BANA Board members and BANA Technical Committee Chairpersons with an adequate supply of expense vouchers. The vouchers must always include a copy of the BANA Business Expense Policies and Procedures printed on the back. See Appendix C, Business Expense Policies and Procedures

Itemized accounts are to be submitted to the appropriate committee chairpersons for approval and signature, submitted to the BANA Chairperson for his/her signature, and forwarded to the Treasurer for payment. Receipts customarily issued are to be attached.

Automobile mileage allowances for BANA authorized travel is set at the current federal rate per mile in U.S. funds, or the equivalent amount for kilometers.

The Chairperson's expenses are to be approved by either the Vice-Chairperson or Secretary before reimbursement by the Treasurer.

All checks to the Treasurer shall be signed by an alternate check signer.



**3.0 (4-98) Officers**

3.1 (11-90, 4-98) The Officers of BANA shall commence their duties as newly appointed officers on January 1.

3.2 The Chairperson of BANA:

3.2.1 (4-98) Answers all correspondence and inquiries concerning BANA which are general in nature.

3.2.2 (4-98) Receives all requests for rulings concerning interpretations of existing codes, suggestions for alterations in the codes and requests for the development of new codes.

3.2.2.1 Refers simple problems of interpretation of a code or of a technical nature to the appropriate committee for consideration and sends information copies to the chairperson of the other technical committees.

Informs the originator of the request of the action taken.

A distinction is made between simple requests for clarification of the meaning of a portion of a code, which would be sent only to the single technical committee concerned, and objections to portions of a code or suggestions for code changes which would be circulated to all the technical committee chairpersons.

3.2.2.2 Presents requests for the alteration of codes or the development of new codes to the Board which will decide whether BANA wishes to consider them or not. Informs the originator of the action taken.

May, under special circumstances, obtain this decision through written (letter, fax, or email) or oral referenda. All oral decisions must be confirmed in writing. The objection of two Board members to making a decision by referendum would require the calling of a meeting.

3.2.3 (4-98) Receives semi-annual and special reports from the technical committees.

3.2.4 (4-98) Circulates all reports within ten (10) days after receiving them, if not already sent to other Board members.

3.2.5 (4-98) Issues calls for meetings and the agenda for the meeting no less than thirty (30) days prior to the date of the meeting.

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- 3.2.6 (4-98) Promptly informs the chairpersons of technical committees of any Board action that affects the charge to or the work of the committee.
- 3.2.7 (4-98) Shall direct a letter to a producer consistently misusing a braille sign; such letter would reinforce a need for accurate braille.
- 3.2.8 (11-90, 4-98) Shall be an alternate check signer.

**3.3 The Vice-Chairperson:**

- 3.3.1. (4-98) Assists the Chairperson in the performance of his/her duties and shall act as presiding officer in the absence of the Chairperson.
- 3.3.2 (4-98) Is responsible for monitoring progress on the adopted BANA Long Range Plan.
- 3.3.3 (4-98) Serves as liaison with host agency to assure that all arrangements for upcoming Board meetings are handled in a timely manner. Ensures that alternates to Board meetings receive all appropriate documents prior to the Board meeting.
- 3.3.4 (4-98) Serves as contact person for new Board representatives, providing them with orientation materials and serving as mentor during first year as representative.
- 3.3.5 (4-98) Prepares draft Press Release following each Board meeting for review/ modification by the Chairperson.
- 3.3.6 (4-98) Makes all arrangements for BANA participation in Board-approved exhibits. Maintains trunk with exhibit materials, prepares registration applications, arranges for shipping.
- 3.3.7 (10-90,4-98) Shall be an alternate check signer.

**3.4 The Secretary:**

- 3.4.1 (3-87, 4-98) Reads into the minutes the following Indemnification Resolution before the Annual Meeting:

“BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorneys' fees, and the claimed amount arising from the performance of their duties as

Officers and Directors except for their own acts of dishonesty and gross negligence.”

- 3.4.2 (11-90, 4-98) Prepares and distributes minutes to Board Members. A preliminary draft of the minutes is to go out to all Board members within sixty (60) days of the Board meeting. The Board members then have thirty (30) days to respond. The final draft of the minutes is to be distributed to Board members no fewer than thirty (30) days prior to the next Board meeting. Final approval of minutes to take place at the following Board meeting, after which the final version of the minutes, incorporating all amendments, will be sent to the Chairperson for signature and distributed to all Board members. Two copies of final version to be sent to Chairperson and Secretary, with one copy to the archives.

*In camera* discussions will not appear in the minutes. Documents distributed during *in camera* discussions will be held by the Chairperson, but will not be distributed as attachments to the minutes.

- 3.4.3 (4-98) Prepares or causes to be prepared a “To Do List” to be sent to all Board members following each Board meeting.
- 3.4.4 (11-90, 4-98) Distributes press releases after development by the vice-chairperson and chairperson.
- 3.4.5 (4-98) Circulates, records, and reports all votes and/or referenda taken between meetings, as directed by the Board.
- 3.4.6 (4-81, 4-98) Annually prepares a directory that shall include the official name and address of each member organization, the name, address and expiration date of the term for each representative, the chairperson and members of each technical committee and date that term of office expires. The directory shall include the official address and registered agent of BANA.
- 3.4.7 (11-90, 4-98) Keeps a record of Certificates of Appreciation.
- 3.4.8 (4-98) Updates the Official Publication List.

### 3.5 The Treasurer:

- 3.5.1 (4-98) Is primary check signer. Reimburses Board members and technical committee chairpersons and members for approved expenses.

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- 3.5.2 (4-98) Prepares a tentative budget, accompanied by any and all accounting data necessary for its appraisal, for submission for approval by the Board at the fall meeting. It shall include the following:
- 3.5.2.1 Appropriations for each committee's operations (submitted to the Board with the fall reports).
  - 3.5.2.2 Appropriations for all BANA activities and programs.
  - 3.5.2.3 Appropriations for travel and/or per diem expenses of persons traveling on authorized BANA business.
- 3.5.3 (4-98) Mails out official notices of annual dues to each member organization with a copy to its BANA representative 30 days prior to December 31st.
- 3.5.4 (4-98) Is authorized to invest BANA funds in six-month certificate(s), purchased through a government-insured source, provided that one and one-half (1-1/2) times the annual budget is reserved in liquid funds. Funds may be invested in a money market or interest bearing savings account if the earnings are higher than in a certificate of deposit.
- 3.5.5 (4-81, 4-83, 4-98, 11-02) Within thirty (30) days of the close of the fiscal year, arranges for a financial review of the books of account of BANA by an agency publicly chartered or certified to perform such audits. The agency may be designated by the Board or in the absence of such designation the Treasurer will select an reviewer and obtain the Chairperson's approval before proceeding. The report of this financial review is to be presented at the following annual meeting of the Board.
- 3.5.6 (4-82, 4-98, 11-02) Keeps the original records and books of BANA through the period of financial review for each year. Following the financial review the financial review report should be filed at the official file location for as long as may be required by law. The Treasurer should keep copies of the original documents and books as necessary for the performance of his/her duties.
- 3.5.7 (11-90, 4-98) Notifies American Council of the Blind (ACB) of the annual filing of BANA's corporation status and insures the proper payment of the filing fee.
- 3.6 (11-98) The Immediate Past Chairperson:
- 3.6.1 (11-98) Shall serve in an advisory capacity to the incoming chairperson.
  - 3.6.2 (11-98) Shall serve as the non-voting chairperson of the nominating committee.

## 4.0 The Board of BANA

### 4.1 Membership:

- 4.1.1 (4-98) Full membership organizations shall appoint representatives to carry out the work of BANA.
- 4.1.2 (4-81, 4-98) The Chairperson (or other designated person) shall be responsible for notifying member organizations of the expiration of the term of their representative and requesting notification of the appointment of a new or reappointed representative in time for such new information to be used by the Nominating Committee. New three (3) year terms begin at the end of the Annual Business Meeting.
- 4.1.3 (11-90, 4-98) Attendance at Board meetings is required. When attendance is not possible, the sponsoring organization shall appoint an alternate and so inform the BANA Chairperson with sufficient notice to permit the alternate to receive all pertinent materials before the meeting.

### 4.2 Duties:

- 4.2.1 (4-98) Organization representatives shall:
  - 4.2.1.1 Give regular reports and communicate resolutions adopted by BANA to their organizations or agencies.
  - 4.2.1.2 Communicate their agencies' concerns to BANA.
  - 4.2.1.3 (4-98, 11-03) Serve on Board committees and as a technical committee liaison as requested. See Appendix G, *Responsibilities of Technical Committee Liaisons*.
  - 4.2.1.4 (4-98) Maintain or have access to an email account.
  - 4.2.1.5 (10-99) Declare a conflict of interest on any issue in which they have a direct personal or financial interest not common to other Board Members. Abstain from debate and voting on this issue. Respond to direct questions about the issue.
- 4.2.2 The Board of BANA:
  - 4.2.2.1 (4-98) Approves final actions of all board and technical committees.
  - 4.2.2.2 (4-98) Approves budgets and timetables of board and technical committees.

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4.2.2.3 (4-81, 4-83, 11-87, 4-98) Establishes the technical committees and appoints their chairpersons, committee members, and consultants.

Originates matters to be considered by a technical committee.

Receives proposals for the revision of braille codes, or the development of new codes. Directs the appropriate technical committee to consider proposals and to recommend appropriate actions to the BANA Board.

Reviews and approves/disapproves changes in braille codes. Adopts new codes.

Authorizes field testing when appropriate.

Publishes new and revised codes, and arranges for their dissemination to the field.

## 5.0 Committees

### 5.1 (4-98, 11-98) Board Committees

All BANA Board Committee Chairpersons shall submit reports of Committee activities and recommendations in appropriate media so that they reach the BANA Chairperson and Board members no later than 30 days prior to all Board meetings.

### 5.2 Technical Committees

#### 5.2.1 (4-98) Committee Structures and Procedures

5.2.1.1 (4-83, 4-98, 11-02) Each committee shall have as broad a representation of geographic regions and participating organizations as practical. To assure a broad mix of committee members, potential members will be asked to submit a resume and information regarding their experience related to the focus of the committee to the Chairperson of BANA. Proposed appointments of committee members or consultants to a committee will be discussed with the chairperson of that committee prior to final approval by the BANA Board. See Appendix D, *Model Appointment Letter*.

5.2.1.2 (4-98) A report of actions taken at all formal meetings of committees will be distributed to members of that committee, including the Chairperson of the BANA Board, who is an ex officio member of all committees.

5.2.1.3 (4-98) Each committee shall submit a statement of proposed work, timetable and budget to the Board for approval.

The work of the committee shall be conducted by mail, email or conference call whenever possible. When a meeting is necessary, and funds are not available from other sources, BANA will reimburse committee members for transportation and per diem in accordance with BANA's guidelines. Expenses of consultants will not be reimbursed.

5.2.1.4 (11-83) BANA Technical Committee members will serve as unpaid volunteers.

5.2.1.5 (4-82, 4-98) BANA shall provide each member of a Technical Committee with a copy of the specific code.

#### 5.2.2 Technical Committee Chairpersons:

5.2.2.1 (4-98) Shall be a voting member of that committee.

## BANA Policies

- 5.2.2.2 (4-98) Shall submit nominees for committee membership to the Chairperson of the BANA board for appointment. Board members may also nominate potential committee members. See 5.2.1.1.
  - 5.2.2.3 (4-98) Shall issue the call for a committee meeting at a time and place convenient for the members of the committee.
  - 5.2.2.4 (11-90, 4-98) Must notify the Chairperson of BANA when a publication is submitted for production.
  - 5.2.2.5 (11-82, 10-91, 4-98, 3-02, 11-02) Shall submit a report of Committee activities no fewer than thirty (30) days prior to Board meetings to the Chairperson and all Board members, whether or not there has been any action since the last Board meeting. Reports should include the following information: charge to committee, method work was accomplished (face-to-face meetings, email, regular mail, conference calls, etc.), findings or conclusions from work done, any resolutions or recommendations. A budget request should be included in the report submitted prior to the annual meeting. Any rulings issued since the prior report are to be included as an addendum to the report. Two copies of all reports are to be sent to the Chairperson and the Secretary. See Appendix E, *Technical Committee Reporting Outline*.
  - 5.2.2.6 (4-98, 3-02) Shall transfer all supporting materials related to code development to the new Technical Committee chairperson when term ends.
  - 5.2.2.7 (4-98, 3-02) BANA Board members can serve as chairpersons of a technical committee in emergency situations only. Appointment shall be for no more than one year at a time.
- 5.2.3 (4-98) Rulings
- 5.2.3.1 The ruling by a technical committee on the interpretation of an existing braille code is official.
  - 5.2.3.2 Copies of the rulings must be sent by the chairperson of the committee to the originator of the inquiry and the rulings must be included in the committee's semi-annual report.
- 5.2.4 Code or format changes
- 5.2.4.1 (11-77, 4-98, 11-98, 11-02) Proposed revisions of BANA publications must be submitted to the chairpersons of the other technical committees and Board members for their assurance that the revision does not create any unresolvable conflicts with another code or create unnecessary difficulties in production.

Technical committee members may discuss specific transcription problems and possible solutions with others, but they are not to share draft revisions of documents in whole or in part with anyone who is **not** a technical committee member or Board member. If there is a conflict, every effort should be made to resolve it by joint consideration by the committees concerned. In the event of an irreconcilable division of opinion, majority and minority reports shall be submitted to the Board for final decision. See Appendix F, *Model Cover Letter for Review of Code Changes/Revisions*.

5.2.4.2 (11-97, 4-98, 11-98, 11-02) Following the review of the proposed changes by the chairpersons of the other technical committees and Board members, the chairperson of the technical committee proposing the revision shall prepare a special report submitting the revision to the Board of BANA for final review and adoption. This report is to include the rationale for each recommendation made.

5.2.4.3 (4-98) Revisions shall be prepared according to the format of the main document.

5.2.4.4 (4-98) Production of revisions shall be put out for bid.

5.2.4.5 (4-98) All BANA Codes and instructional materials shall be copyrighted.

5.2.4.6 (4-98, 11-98) Code changes can be disseminated *in whole or in part* only with the express approval of the BANA Board. Except in rare circumstances, this will be after the document is published.

## 5.2.5 New Codes

5.2.5.1 (4-98) The development and adoption of new braille codes would follow the same procedures as those outlined in 5.2.4 above for the revision of existing codes.

5.2.5.2 (4-98) New codes and major rewrites should be prepared according to the *Specifications for the Production of Braille and Print Publications for the Braille Authority of North America*.

5.2.5.3 (4-98) Production of new codes and major rewrites shall be put out for bid.

5.2.5.4 (4-98) Print and braille editions of new codes and major rewrites shall be released at the same time. Other formats, if authorized, shall not be released prior to print or braille, but may be released later.

**BANA Policies**

5.2.5.5 (4-98) All BANA Codes and instructional materials shall be copyrighted.

5.2.5.6 (4-98, 11-98) New codes and major revisions can be disseminated *in whole or in part* only with the express approval of the BANA Board. Except in rare circumstances, this will be after the document is published.

5.2.6 (4-98) Specific Assignments

5.2.6.1 (4-98) The BANA Board shall make specific assignments to a Technical Committee. Such assignments may originate with the Board or with a Technical Committee.

If originated by a Technical Committee, the assignment shall be formalized by the Board as a specific assignment — with any modifications the Board deems necessary and desirable.

5.2.6.2 (4-98) The Committee shall carry out the assignments within the time frame set by the Chairperson of the Board, i.e., complete Committee study and deliberations, and prepare a report covering substantial progress on, or completion of, the assignment.

5.2.6.3 (11-86, 3-95, 4-98) The Committee report recommending code revisions shall be sent to the Chairpersons of each of the other Technical Committees in braille and print in a number equal to the membership of each Technical Committee (per Sec. 5.2.4.1). A braille, print and disk copy shall be sent to each Board member. The Chairpersons of each Technical Committee and Board members shall:

Distribute print and braille copies of the report to each member of the Committee or Board resource within twenty (20) days of its receipt;

Request comments, additions, and amendments to be returned within forty-five (45) days; and

Report the Committee's and Board member's comments and recommendations to the originating Chairperson within ninety (90) days of the receipt of the report, with copies going to the Chairperson of BANA.

5.2.6.4 (4-98, 11-98) The originating Chairperson shall forward the report, amended as necessary, to the BANA Chairperson and Board within thirty (30) days of receipt of comments. The rationale for **not** accepting any specific recommendation shall be included with the report.

5.2.6.5 (4-98) The Board shall take prompt action on the Technical Committee's recommendations. If the Board determines that further Committee work is required, it shall forward the Committee report with guidelines to the appropriate Technical Committee. This Board action shall constitute an assignment and shall proceed as outlined in the preceding paragraphs.

5.2.6.6 (4-81, 4-98) If the Board determines that field testing is required, it shall authorize such testing by the Committee or a BANA organization, or shall contract the work using normal competitive bidding procedures. The field-test shall be completed in six (6) months where possible, but shall not take any longer than eighteen (18) months after Board authorization.



## 6.0 News Releases

6.1 (4-98, 5-03) BANA news releases and notification of adopted code changes shall be sent to: Chief Executives of BANA member organizations, BANA Board members, Technical Committee Chairpersons, members of Technical Committees, the BANA website, the bana-announce listserv, members of the International Council on English Braille (ICEB), and the Official Publications List.

6.2 (4-98) The Official Publications List is to be updated by the Secretary on an annual basis.



## 7.0 BANA Records

- 7.1 (4-98) The files stored at the ACB Washington office will contain one (1) copy of all records of BANA from its inception until the two (2) years preceding the present term of office. In addition to print copies of records the files shall contain a computer disk with .txt, .brf, and doc files as well as an ascii readme file describing the contents of the disk. Each disk will have a brief label with date and contents.
- 7.2 Also included in the ACB office BANA files will be the records leading to the formation of BANA and the archival material of the former Braille Authority.
- 7.3 (4-98) The Chairperson will retain material generated in that year of office plus copies of all previous years materials. The Chairperson will retain copies of documents presented at board meetings, but not included in the official record. The Chairperson shall retain copies of all documents received from the International Council on English Braille (ICEB) and any predecessor and successor organizations.
- 7.4 (4-98) The Secretary will retain Correspondence-General for two (2) previous years.
- 7.5 The Secretary's file (for security reasons) will have a duplicate copy of: Board Organization--Documents; Policies; Treasurer; Codes--Official. The Secretary will also keep a copy of each set of minutes.
- 7.6 (4-98) The categories of files retained in Washington are: Ad Hoc Committees, BANA Formation; Board Organization--documents; Braille Authority of the United Kingdom (BAUK); Bylaws and Policies; Codes--official; Computer Braille; Correspondence-1976; 1977; 1978; 1979; etc. Directory; Florida State (FSU); Foreign Languages Sub-committee; International Conference; International Council on English Braille (ICEB); Literary Braille; Mathematics and Science Braille; Minutes (multiple folders); Music Braille; Nominating; Press Releases; Print-to-Braille Formats (Textbook Braille); Tactile Graphics, and Treasurer.

Each category file is to be chronologically arranged with current material at front of file.

Board Organization file contains: resolution of BANA organization; articles of incorporation; official member-agency names; bylaws; and all official government documents.

Treasurer file contains all Internal Revenue forms and correspondence in chronological order by years, plus all financial matters also arranged chronologically and inter-filed with IRS records only by the year.

**BANA Policies**

Committee files [Computer, Literary, Mathematics and Science, Music, Print-to- Braille Format (Textbook) and Foreign Language Sub-Committee, Tactile Graphic, Ad Hoc Board Committee] files will each contain all reports and correspondence having to do with their areas.

Minutes files will contain a copy of the amended minutes, agenda, and financial report for each meeting.

7.7 (4-98) One braille copy will be kept by the Secretary of all Minutes, By-Laws, Policies.

7.8 Provisions will be made for the housing of print and braille copies of all official codes.

7.9 (4-82, 4-98, 11-02) The Treasurer will keep the original records and books of BANA through the period of financial review for each year. Following the financial review the books and original record for that financial review should be filed at the official file location along with financial review report for as long as may be required by law. The Treasurer should keep copies of the original documents and books as necessary for the performance of his/her duties.

7.10 (4-98) Arrangements will be made by the chairperson to transfer appropriate records of BANA to the secretary and the archives at the end of each calendar year. Arrangements will be made by the treasurer to transfer appropriate records to the secretary and archives at the end of each calendar year. Arrangements will be made by the secretary to transfer appropriate records to the archives at the end of each calendar year.

7.11 (4-98) Any appropriate archival materials are to be retained.

## **Appendix A: Considerations When Hosting a BANA Board Meeting**

Suggestions are separated into four categories: advance information, sleeping accommodations, meeting accommodations, things that would be nice to have.

### **Advance Information**

Hotel — Arrangements should be made with a hotel for rooms for all board members (12-13). While each board member will pay for his/her own room directly, it is often possible to arrange for a reduced rate for the group. An email with information about the hotel and how to make reservations should be sent out as soon as practicable, preferably three months in advance. Policy 1.4.4 calls for a minimum of 60 days notice.

Transportation from airport to hotel — Share information about alternative ways to get to the hotel, including estimated costs.

Publicize BANA board meeting in local area, including necessary arrangements to be an observer.

### **Sleeping Accommodations**

Hotel should be fully handicapped accessible, including appropriate braille signage.

There should be easy access to a relief area for guide dogs. This space should include grass, not just concrete.

There should be options for eating, preferably in the hotel as well as near-by.

Hotel should be within walking distance of meeting location, if meeting is not to be held in the hotel itself. If meeting is to be held in an organization facility that does not lend itself to staying in the neighborhood, transportation between the hotel and meeting location should be arranged by host or should be easy for board members to arrange for themselves.

### **Meeting Arrangements**

There should be an "official" greeting from the head of the organization (or his/her designee) at the first formal session of the board meeting.

The meeting space should include a table that would easily seat 20-30 people, thereby allowing adequate space for 13-15 people to spread out all of the materials that we bring to board meetings.

There should be adequate seating for observers, generally around the room or to one side of the board table. Observers sit at the table only at the request of the board.

**BANA Policies**

The host organization is responsible for a continental breakfast and morning and afternoon breaks each day of the meeting. Continental breakfast usually includes as a minimum a selection of pastries, fruit and/or fruit juice, and a selection of hot beverages. All board members are not coffee drinkers. Breaks can be as simple as a selection of hot and cold beverages or as elaborate as the host desires.

The host organization is responsible for making arrangements for lunch on every day the board meets all day. The last day it is preferable to have a lunch that can be eaten in the meeting room as we frequently need to meet during the lunch hour to complete our agenda. Lunch is no-host treat. [Host organization is always welcome to treat the board, but this is not expected.]

The host organization is responsible for one "arranged" dinner with guests invited (spouses of board members, staff members of agency, members of host organization, local people who are interested in the activities of BANA, etc.). Due to the size of the group (usually 15-20 people at this dinner, sometimes more), the host generally makes decisions regarding the menu with two or three entree choices (fish, chicken, beef), but again, this is a no-host meal. Typically this is an opportunity to get together informally and does not include any formal speeches although there may be one or more informal toasts.

**Things That Would Be Nice**

Easy access to photocopying and braille embossing for preparation of last minute materials in accessible formats for all board members.

Someone to assist secretary with notetaking. Access to a computer/laptop to create electronic file. Helpful if person is familiar with braille and related issues.

Tour of host agency/organization, if appropriate.

**Appendix B: Guidelines for Email Voting**

1. Concern/issue can be brought up by chair or by a board member. Clock doesn't start until a motion is made by one board member and seconded by another board member.
2. Chair restates motion and indicates a specific, appropriate time limit for discussion.
3. In a message containing a subject heading of "Vote request," chair restates motion after discussion, incorporating any "friendly" amendments. Chair specifies a start and end date for voting. Votes cast outside the voting period (before or after) are not counted. Decisions will be based on the positive or negative vote of the majority of the membership of the board [not majority of those voting].
4. Voting period must be at least one week long.
5. If a formal amendment is made during the discussion period, it must be voted upon before the motion is submitted to the group for a final vote.
6. Board member casts vote either by replying to chair's "Vote request" message or in a message with subject heading of "Voting." Message must include either a significant portion of the motion or sufficient reference to the topic that it is clear which motion is being voted upon. If unable to use email, a board member can contact the chair or secretary with his/her vote. The chair or secretary will then relay the vote to the board on the board listserv. Ballots are to be retained and made available for any member to see at the next board meeting.
7. Secretary tracks and reports vote after 'closing date' of polls, indicating who has voted yes and no.
8. Chair declares result of balloting. If motion passes, chair specifies what happens next including all of the following that are applicable: who, what, where, when, why, how. If motion fails, chair specifies the next steps to be taken.
9. Secretary to incorporate all votes taken through email (or other methods authorized in bylaws) into minutes of next face-to-face meeting of the board as a counted vote.



## **Appendix C: Business Expense Policies and Procedures**

### **General Policy**

BANA will reimburse Board members and technical committee chairs and members for expenses and travel that have been previously budgeted and approved. Budget requests are to be submitted to the annual meeting.

### **General Expenses**

1. Expenses incurred while conducting BANA business will be reimbursed only when submitted with the BANA expense voucher.
2. General expenses are all expenses, excluding those related to travel, approved in the annual budget. These include, but are not limited to, phone calls, copying, printing, postage, and shipping.

### **Transportation Policies**

1. Tourist or coach fare at the lowest possible rate should be obtained on plane, train or bus.
2. Travel allowance when driving is the current Federal rate per mile in U.S. funds or the appropriate amount for kilometers. Maximum reimbursable driving expenses will not exceed coach air fare.
3. When a BANA meeting is piggybacked on that of another organization, BANA will not normally be responsible for travel expenses of a person who attends both meetings.
4. The most economical ground transportation should be used when practical.

### **Housing and Food Policies**

1. Hotel accommodations at reasonably moderate rates should be chosen.
2. When two BANA participants share a room, BANA will reimburse each individual at half of the double room rate. [Each BANA participant must submit a hotel receipt.] When a BANA participant has a room by him/herself or shares a room with a non-BANA participant, reimbursement will be at the single room rate.
3. If a BANA committee meeting is piggybacked on a meeting of another organization, a person attending both meetings will be reimbursed by BANA only for housing and food expenses incurred during the additional time spent on BANA business.
4. A per diem rate is not set. Reasonable food costs only will be considered appropriate.
5. BANA does not reimburse for personal phone calls, alcoholic beverages or entertainment.

**Procedure for Requesting and Receiving Reimbursement**

1. Receipts are required for general expenses, hotel accommodations, all travel tickets, and for meals, tolls and parking fees when practical.
2. When submitting an expense voucher to BANA, a signed original BANA expense voucher form plus one copy and all necessary receipts must be mailed to the committee chairman no later than four weeks after the close of the meeting. The chairman of the responsible committee shall check, initial and forward the voucher and receipts to the chairman of BANA for approval and forwarding to the treasurer.
3. BANA will reimburse for approved expenses within four weeks after receipt of the voucher by the chairman of BANA. The expense voucher copy will accompany the reimbursement check.
4. Under special circumstances a reasonable travel advance may be requested. A written request must be received by the chairman of BANA five weeks prior to departure date.
5. Any unusual circumstances, to be considered on an individual basis, require approval by the chairman of BANA.

**Instructions for Preparation of Voucher**

1. Read Policies and Procedures.
2. Write your name as you wish it to appear on reimbursement check.
3. Enter the date you prepared voucher.
4. Write address to which the check is to be mailed.
5. Be sure to indicate the office or committee that is involved.
6. Submit 2 copies of voucher to Committee Chair. (Board members submit vouchers directly to Chairman.) Duplicate will be attached to reimbursement check.
7. Reimbursement is made for documented expenses only. Attach all receipts.
8. Mail to committee chairman no later than four weeks after expense is incurred.
9. Attach explanation of unusual expenses.
10. Be sure to sign both copies.

**BRaille AUTHORITY OF NORTH AMERICA  
Expense Voucher**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security No. \_\_\_\_\_ Purpose: \_\_\_\_\_

**Expenses, including Travel**

Officer:  
or  
Board or Technical Committee:

Dates:           Item:                           Amount:

\_\_\_\_\_  
(Your signature)

\_\_\_\_\_  
(Committee Chairman signature)

\_\_\_\_\_  
(BANA Chairman signature)

Paid by check # \_\_\_\_\_



**Appendix D: Model Appointment Letter**

Dear

It is with great pleasure that I welcome you to the \_\_\_\_\_ Technical Committee. You will be contacted soon by \_\_\_\_\_, the chair of your committee. \_\_\_\_\_ is the board member who serves as liaison to your committee.

The current charge for your committee follows:

The BANA bylaws and policies that impact on the functioning of technical committees are summarized and attached.

Thank you for your willingness to share your braille expertise and time to work with BANA. If I can be of any assistance to you in your role as a technical committee member, please feel free to contact me.

Sincerely,

Name, Chair  
Braille Authority of North America



## Appendix E: Technical Committee Reporting Outline

### Instructions:

This outline is to be used as a guide in completing the semi-annual (spring and fall) reports of the technical committee's activity since the last report to the BANA Board.

### Reporting Outline:

Heading: Name of committee, date of report.

Charge: Give the charges still pending assigned to the committee by the BANA Board along with the date the charge was given along with the completion date (or estimated date of completion).

Progress: Detail the progress of each charge since the last report. Include "No Progress" reports and give the reasons.

Plan of Work: Outline the plan of work for the next reporting term.

BANA Approval Required: List those items that require BANA approval (all of them having been previously circulated according to the procedures for new and/or changed rules).

New Assignment Requested: When the committee wishes to initiate a new project, explain it and request the BANA Board to give the committee the new charge.

Closing: Name of committee chair followed by names of other committee members, listed alphabetically.

Attachment: *Rulings by Committee* List of all code interpretations made since last report.

### Annual Reporting Requirements (to be added to the report for the fall meeting):

Budget: Prepare an itemized budget for the coming year and submit it with your report to the BANA Board for the fall meeting (annual meeting).

Appointment of Committee Members: Recommend the re-appointment of a committee member, who is making a satisfactory contribution to the work of the committee, whose two year term is up at the end of the calendar year. After discussion with the BANA Liaison to the Technical Committee, recommend the appointment of a new member to the committee to fill the unexpired term of a retiring member, or for a new two-year term.

**BANA Policies**

Appointment of Consultant: Recommend the re-appointment of the consultant to the committee, if the consultant is making a satisfactory contribution to the work of the committee, each year. Or, after discussion with the BANA liaison to the Technical Committee, recommend the appointment of a new consultant for a one-year term.

**Distribution of the Report:** Send the report to the BANA Chair, BANA Liaison to the Technical Committee and to all members and the consultant of the committee at least 30 days before the BANA Board is to meet. Report can be distributed via email.

**Appendix F: Model Cover Letter for Review of Code Changes/Revisions**

[date]

[name]

[address]

To the Technical Committee Chairs and Members:

The BANA board would like to thank you for your assistance in reviewing the enclosed document. This document was prepared by the \_\_\_\_\_ Technical Committee. It proposes changes to the \_\_\_\_\_ code.

We would also like to remind you that this material is a draft and should be viewed only by the board and technical committee members. As this is a draft proposal, you understand the need to keep this information confidential. This document should not be shared in part or whole with anyone who is not currently serving on the BANA board or one of the board's technical committees.

Please review the document, as directed in BANA policy 5.2.4.1 to assure that the revision does not create any unresolvable conflict with your code or unnecessary difficulties in production, sending comments and questions to your technical committee chair by \_\_\_\_\_ [date]. The technical committee chairs should submit any comments or questions to \_\_\_\_\_ [name] the chair of the \_\_\_\_\_ Technical Committee by \_\_\_\_\_[date].

Once again, our thanks to you for all the work you have committed to this and many other BANA projects.

Sincerely,

Name, chair  
Braille Authority of North America



**Appendix G: Responsibilities of Technical Committee Liaisons**

1. Inform committee chairs of decisions made at Board meeting.
2. Answer questions for committee and bring concerns of committee to chair of BANA.
3. Present the report to Board and be prepared to clarify its content.
4. Ensure that reports get to Board in a timely manner and in accordance with the Technical Committee Reporting Outline.
5. Make sure committee chair is aware of and following BANA policies and procedures.
6. Review past minutes of Board meetings to ensure committee is following through on charges and other recommendations from the Board.
7. Assure that all committee members have a current copy of the appropriate code.