

Standing Rules/Rules of Districts

HCAM seeks to be flexible and responsive. Toward that end, these guidelines are open to annual review and change. The President has discretion as to the timing and scope of the review.

1. **HCAM Board:** The HCAM Board governs the business of HCAM. Board members are elected in accord with the HCAM Bylaws. The HCAM President sets Board meeting agendas. Board meetings are usually scheduled:
 - a. The day before annual conference at the annual conference site-executive board
 - b. November with time for District Chairs and Work Groups to meet-full board
 - c. January if deemed necessary, possibly by phone-executive board
 - d. The day before Legislative Day at the Capitol in St. Paul-executive board
 - e. June to focus on Board Development-full board
2. **HCAM Calendar:** The HCAM calendar is set each September at the HCAM Annual Meeting.
3. **HCAM Correspondence and Documents:** All official HCAM correspondence and documents should bear the official HCAM logo, the date, and the name of the author.
4. **HCAM District Rules**
 - a. **District Governance:** HCAM is organized into seven districts. District officers include: District Chair, District Chair Elect, and District Secretary. Terms are for two years. Election and installation of new officers is at the Fall Annual District Business Meeting.
 - b. **District Budget/Expenses:** Each District Chair will submit an expense report to HCAM Treasurer for reimbursement of expenses incurred while supporting their district. Expenses to include HCAM Conference (conference registration, lodging and mileage) for District Chair, mileage to district meetings and other district facilities, supplies (postage, paper, copying) and registration for Spring Forum and Fall Meeting for both the District Chair and District Chair elect. Anything outside of the stated costs would have to be submitted to the board for approval.
 - c. **District Chair Expenses paid by state HCAM:** The seven District Chairs serve as HCAM Board members. Their expenses for attending HCAM Board meetings are reimbursed by the state HCAM budget. HCAM also reimburses District Chair expenses associated with recruiting new HCAM members.
 - d. **District HCAM Meetings:** Fall District meetings are the annual HCAM district business meetings, including installation of district officers. Spring meetings are more focused on education. The HCAM President and the Vice President for Membership determine the dates for district meetings. District Chairs work with the host site to book facilities, invite members, and plan and host the event. Each district has a schedule for rotating the hosts and the locations for district meetings. See District Meeting Guidelines at www.mnhcam.org for more information.
 - e. **District Reports:** District Chairs submit reports as requested by the Vice President for Membership.

5. **HCAM Dues:** Dues statements are sent by the Assistant Treasurer to each member facility by January 1, payment due by March 1. New members paying dues after October 1 will be considered pre-paid for the following year.
6. **HCAM Expenses:** To be reimbursed, expenses must be submitted using the he HCAM Expense Form. Receipts are required for all expenses except mileage.

Allowable Expenses:

- a. **All Board Members:** expenses for all official Board Meetings called by the President; Other expenses will be allowed only when approved by the President
- b. **President and President Elect:** expenses for the HCAM Conference, Fall and Spring District meetings, HCAM Legislative Day, and the SAL/AHA Conference
- c. **Immediate Past President:** expenses for HCAM Conference and Legislative Day
- d. **Legislative Chair for Hospitals:** expenses for the SAL/AHA Conference
- e. **Legislative Chair for Aging Services:** expenses for the annual Aging Services Institute
- f. **District Chairs:** supplies (postage, paper, copying), mileage to District meetings and to other district facilities, coverage at the annual conference (conference registration, lodging and mileage) for district Chair, registration for Spring Forum and Fall Meeting for both the District Chair and District Chair Elect.
Anything outside the stated costs would have to be submitted to the board for approval.
- g. **Invited Guests/Standing/Ad-Hoc Committees:** expenses approved by the President.
- h: Conference expenses for Vice President of Annual Conference.

Expense Guidelines:

- h. **Mileage:** 80% of the federal reimbursement rate; carpooling is encouraged
 - i. **Airfare:** Requires pre-approval by the President
 - j. **Meals:** Maximum is \$50 a day; Receipts required; Alcohol not reimbursed
 - k. **Supplies:** Requires a receipt; Expense over \$50 requires pre-approval by the President
 - l. **Overnight:** Hotel rooms paid by HCAM for Board members attending board meetings. Double occupancy encouraged. Extra overnight will be reimbursed board members who travel more than 3 hours to a meeting that starts before 10:00 am.
 - m. **HCAM Conference Registration:** Paid for the President, President Elect, Past President, Vice President of Annual Conference and District Chairs.
7. **HCAM Member Resources:** The HCAM Web site will be the primary resource for Board and member information, replacing the manual/handbook. The Member Resources link found at www.mnhcam.com will provide access to the following:
 - a. Prayer, Mission, and Vision
 - b. Articles of Incorporation, By Laws, and Standing Rules/Rules of Districts
 - c. Current Strategic Plan, Priorities, and Calendar
 - d. Current List of Members and Board, Position Descriptions for Board Members
 - e. Board Meeting Minutes
 - f. District Meeting Guidelines
 8. **Minutes:** HCAM Board Meeting minutes to be taken at all Board Meetings, and when approved by the President and President Elect, posted to www.mnhcam.com. Minutes to include date and place, names of attendees, a record of action taken, and a summary of major discussion.
 9. **HCAM Board Position Descriptions and Standing Rules:** The President is responsible for keeping Position Descriptions and Standing Rules up to date. Timeline is to review/revise as needed and bring updates as consent agenda to the September Board meeting.