

## **ADMINISTRATION: CONFLICT OF INTEREST/POLICY REVIEW/MEETINGS/**

### **TRAIL ACCEPTANCE POLICIES**

**Approved 12-29-2023**

#### **(1) CONFLICT OF INTEREST:**

Members of the board must always act/vote in the best interest of the SCTA. If a transaction poses a conflict of interest, it must be disclosed and documented in the meeting minutes. The affected board member(s) may not participate in discussion or vote on the matter.

All Board Members will sign the annual SCTA Conflict of Interest Acknowledgement Form each year at the first meeting after the election. A Board member appointed to fill a vacant Board position will sign the form at the first Board Meeting attended. The signed forms will be retained as a corporate record.

#### **(2) POLICY REVIEW:**

The Board will conduct a review of all policies annually. This review will be scheduled for a board meeting after the election of officers.

#### **(3) MEETINGS/MEETING MINUTES:**

**Board Meetings:** Roberts Rules of Order will be used as a guideline for conducting meetings. Regularly scheduled board meetings may be open to members and interested parties to observe. The Board may reschedule or relocate the meeting as they deem necessary. In the event of a reschedule, board members and others on the agenda will be notified.

The meeting minutes will record how each board/committee member voted for and against a motion.

If a motion/action/appropriation is voted on by e-mail or other electronic means, it will be recorded in the next Board meeting minutes.

Questions to the Board from members or others must be submitted in writing or via email ([sprucecreektrailsassoc@gmail.com](mailto:sprucecreektrailsassoc@gmail.com)). Any questions submitted will be addressed by the Board at the meeting or via email/written response.

**All SCTA Meetings:** All participants in meetings are expected to interact with courtesy and respect. Alcoholic beverages are not allowed at meetings. Belligerent or unruly behavior will be cause to adjourn the meeting immediately.

#### **(4) TRAIL ACCEPTANCE**

The Board may, on behalf of the Association, accept any unrestricted trail in any condition at the time it is deeded, licensed, leased or otherwise offered.