

STANDING RULES OF OCEAN BEACH TOWN COUNCIL, INC.

**BANK ACCOUNTS:**

No bank account shall be established or maintained without the prior express approval of a quorum of the full Board of Directors.

The Officers of the Board of Directors shall be the signatories on all bank account(s) and no change in the signatures on any account shall be made without the prior express approval of a quorum of the full Board of Directors.

All bank drafts shall require two signatures, and shall not be signed if amounts are blank. Recurring electronic payments are permissible after approval of the board. All electronic payment records shall be presented to the board on a quarterly basis by the Treasurer.

Two other persons shall sign or otherwise approve any check made out to a signer of the OBTC bank account(s). The original of all bank statements shall be sent to the Treasurer. The Treasurer shall arrange for distribution of bank statements as necessary and will share statements for review.

The OBTC bank account(s) shall have on balance no less that \$10,000 as a reserve.

The OBTC credit card shall be under the possession of the Treasurer. The card shall be checked out for use on official OBTC business only. The credit card shall be checked in with a copy of the charge receipts. Credit card needs to be in physical possession to be used. The Executive Committee has oversight over use of the credit card.

**PRIVACY:**

In the interest of preserving free interchange during Board deliberations, all statements or opinions expressed at, and all discussions held during, OBTC Board of Directors closed meetings are generally deemed private and confidential and should not be disclosed to members of the public without prior authorization by, or consent from, a quorum of the full Board of Directors. Nothing in this policy is intended to obscure OBTC governance from the membership, and therefore a summary of actions taken by the Board during closed meetings shall be provided upon request.

No OBTC Board member can use the OBTC name, logo or any other representation thereof without consent from a quorum of the full Board of Directors.

**ANNUAL DUES:**

All members shall pay annual dues of \$20, payable at the time of initial application and each year thereafter in the anniversary month. This rate can be adjusted by a quorum of the full Board of Directors to facilitate membership specials offered for a limited period of time.

**SCHEDULING:**

At the first meeting after officers are elected, the President shall present a schedule for monthly closed and open Board meetings that will occur during their term of office as President for approval of the Board.

If a member is more than 30 minutes late to any required closed or open board meeting, it must be considered an absence unless a quorum of the full Board of Directors votes that it is excused.

**DIRECTOR RESPONSIBILITIES:**

All members of the Board of Directors shall annually serve as an officer of the Board and/or a committee co-chair.

All members of the Board of Directors shall assist in the production of the annual Ocean Beach Town Council events, as prescribed by the Executive Committee or the specific event's committee chair or co-chair. A list of events with duties and responsibilities shall be made available to prospective candidates prior to an election.

In order to facilitate successful transitions, all Board members who serve as an officer and/or chair or co-chair of a committee shall update those portions of the Ocean Beach Town Council electronic binder as necessary relative to the position held, to be completed at least thirty (30) days prior to the annual Board of Directors election.

OBTC Orientation shall be held for all new board members, organized and run by the Executive Committee.

A report of Profit and Loss for each event shall be presented to the Board of Directors by the event co-chairs in the next closed meeting subsequent to the event.

**MISCELLANEOUS:**

A copy of these rules shall be made available as an accompaniment to the bylaws on the OBTC website.

The announcement of the election results of the OBTC Board of Directors shall be announced publicly by name of candidate and number of votes received by each candidate.

The Executive Committee shall make available upon request draft tax returns to the Board of Directors for review and comment before the tax returns are filed. The CPA handling the OBTC books may be invited to present the tax returns to a closed board meeting before taxes are filed.

A two-thirds (2/3) vote is required for adoption of any proposed standing rule.

**BUDGET:**

The budget year shall be established as July 1 - June 30th

An ad hoc budget committee shall be established each year when committee chairs are assigned. The budget committee shall have a minimum of three members: the President, Treasurer, and Events Chair. Two additional committee members may be appointed as the board sees fit. The committee shall prepare a report for the board each year (as provided below) summarizing major changes to the budget.

The budget timeline is as follows:

February Public Meeting - New Board Announced

March Closed Meeting - First Meeting for New Board Members; Officers Elected

April Closed Meeting - Committee Chairs, Event Co-Chairs, and Budget Committee Appointed

April & May - Committee Chairs draft Committee Objective Worksheets (C.O.W.s)

May Closed Meeting - C.O.W.s due to Budget Committee

May - Budget Committee meets to review full budget and C.O.W.s and prepares and emails to Board draft of budget and annual changes summary three weeks in advance of June closed meeting for review and comment

June - Final draft of budget emailed to board in advance of June closed meeting

June Closed Meeting - Budget voted on and approved; Budget Committee dissolved upon approval

The budget is to be conservatively estimated each year utilizing data from the prior year and other relevant information and shall project a profit or break even unless extenuating circumstances dictate otherwise.