

**Chippewa Flowage Area  
Property Owners  
Association  
Policy Manual**

Updated: 7/6/23

The purpose of the Chippewa Flowage Area Property Owners Association Policy Manual is to provide consistent, board approved operating guidelines for those policy issues identified by the board. Policies may be added, revised or deleted at any time by majority vote. Policies must be consistent with the Chippewa Flowage Area Property Owners Association Mission as stated in the preamble of the by-laws:

***The Chippewa Flowage Area Property Owners Association, Inc. (a non-profit corporation) was formed to generally promote, encourage and foster the interests of all property owners. The major objectives of the Association are: to keep the Chippewa Flowage area clean and safe for all peoples; to protect the environment; to provide a forum for the collection and exchange of ideas and to pursue any other lawful objectives that may benefit this pristine reservoir.***

The Chippewa Flowage Area Property Owners Association (CFAPOA) Board of Directors maintains the right and responsibility to oversee and control all policies provided in the Policy Manual.

Each board member shall receive a copy of the policy and acknowledge that receipt through signature and the master shall be maintained by the secretary.

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# 1. POLICY ON CONFLICT OF INTEREST

## PURPOSE AND SCOPE

This policy sets forth the obligations of the CFAPOA, its directors with respect to conflict of interest.

**No director will gain unfair benefit for themselves or family members, whether financial or otherwise.**

If any director at any point realizes that an existing relationship or subject has become, or may appear as, a conflict of interest, they must immediately contact the Chairman of the Board. The chairman of the CFAPOA is expected to make inquiry if such conflict appears to exist and the board member has not made it known.

Adherence to the highest levels of professional integrity by directors, members or volunteers in all their actions is the factor that will result in avoidance of conflict of interest. When such a situation presents itself, the director must announce his/her potential conflict, disqualify himself/herself, and be excused from the meeting until discussion over the matter is completed.

This policy recognizes that the potential for conflicts exist. The intent is to identify when such relationships exist and to appropriately manage the issue in order to maintain the integrity of actions of all individuals. Disclosing a potential conflict of interest in no way suggests an inappropriate action by directors, volunteers and employees but is instead a necessary management process.

## What Does the Policy Call For?

- Immediate reporting of any potential conflict of interest.
- Review of disclosures by appropriate individuals.
- Management of identified potential conflicts of interest.
- Avoidance of actual conflicts of interest.

# 2. POLICY ON BOARD MEMBER EXPECTATIONS

## PURPOSE AND SCOPE

Board members and prospective board members should review the following list and evaluate their personal willingness and ability to meet these expectations.

- Possess a commitment to the Chippewa Flowage as a natural resource.
- Understand and promote the CFAPOA mission.
- Be willing to work with other people to advance the mission.
- Disclose any potential conflicts of interest and sign a Conflict of Interest statement.
- Do not act in anyway detrimental to the CFAPOA
- Be able to maintain confidentiality when required.
- Commit to the fiscal responsibility of CFAPOA including oversight of the budget
- Commit to a full three-year term as a Board Member or complete an appointed term with the potential of re-election if so desired.
- Be willing to make necessary time commitments, attend board meetings, and be accessible for personal contact by telephone, e-mail or other means between board meetings.
- Be an active member of at least one committee and serve as chairperson of a committee, if requested.
- Prepare in advance of Board meetings or committee meetings, by reviewing materials for policy and decision-making actions.
- Contribute articles for the newsletter as appropriate
- Be a public representative to support the CFAPOA interests, if asked and approved.
- Be a liaison for communication with associated organizations/groups, i.e. Zoning Department, Sawyer County Board, Resort Owners Association, or other local, county, or state lake organizations, if asked. Official positions must be approved by the board.
- Participation in CFAPOA events such as the annual meetings, fundraisers, etc. is encouraged.

# 3. POLICY ON NOMINATION & ELECTION PROCESS

## PURPOSE AND SCOPE

The purpose of this policy is to provide a consistent, equitable, open process for encouraging potential candidates for consideration as CFAPOA board members.

The following activities will occur prior to and at the annual meeting for board positions:

1. Members will be notified of the opportunity to serve on the board via the newsletter, other communications, and solicitation from current board members.
2. Interested members will be asked to submit a form covering 3 areas:
  - a. Introduction (tell us about yourself)
  - b. Why do you wish to serve on the Board?
  - c. What talents will you bring to the Board?
3. At least two weeks prior to the meeting, this information will be provided to the membership along with identification of the number of open positions.
4. At the annual meeting, each nominee will spend a minute or two introducing themselves and their interest in serving as a director. New nominees must be present but current board members running at the end of their term can be nominated in advance of the meeting by the board.
5. Each registered member will be handed a ballot and will write the names of their preferred nominees for the open positions. Votes will be counted by the chairman and any board members that are willing to assist. The top vote getters from among the nominees will be elected for the open positions (e.g. if 3 positions are open, the 3 top votes getters will fill those positions). The chairman will then announce the name of the elected board members.
6. A voice vote is acceptable if the number of nominees is fewer than the number of open positions.

# 4. POLICY ON CFAPOA WEBSITE

## PURPOSE AND SCOPE

The purpose of the Chippewa Flowage Area Property Owners Association website is to provide online information pertinent to association business and goals while controlling sensitive information intended for members only.

The CFAPOA Board of Directors maintains the right and responsibility to oversee and control all website content. Website and communications committee should seek board approval for any questionable postings.

The following guidelines will be used in constructing and maintaining the site:

- cfapoa.org links must be to non-profit links only.
- cfapoa.org will not contain any business advertising.
- cfapoa.org will not provide an online membership directory.
- cfapoa.org will not provide an online chat area for members.
- By laws can be posted on the website
- Approved Annual meeting minutes can be posted on the website
- Board meeting minutes will be posted on the website once approved. Other means of membership availability ( i.e. email/postings/post mail) may also be used.

# 5. POLICY ON DONATIONS

## PURPOSE AND SCOPE

The Chippewa Flowage Area Property Owners Association policy on contributions reflects its history of giving back to the community and public that it serves.

A super majority of 67% of the board members (present at a board meeting) is required for gifts, donations, awards or scholarships to members/family members, outside organizations or individuals when such payments can stand public scrutiny and are in accordance with sound business practices and are not in conflict with the mission statement of the CFAPOA.

No contributions can be made:

- For partisan purposes
- If it would create a real or perceived conflict of interest for the CFAPOA
- To any organization that discriminates on the basis of age, race, religion, color, sex, disability, national origin, ancestry, marital status, sexual orientation, or veteran status.

Individual solicitations for donations at any CFAPOA functions require prior CFAPOA board approval.

# 6. POLICY ON DECISIONS TO BE MADE IN ABSENCE OF REGULAR BOARD MEETINGS

## PURPOSE AND SCOPE

CFAPOA Board meetings may not be scheduled for some winter (or other) months. The purpose of this policy is to provide a mechanism for “key” decisions to be handled by the board during that time or any other times between regular board meetings via internet email.

## PROCESS

1. A “key” decision to be voted on by the board is defined as any action requiring approval by the board that cannot wait until the next regularly scheduled board meeting.
2. Any board member requesting a board “key” decision on an issue should consult with the Chairman to determine if a motion, discussion, and vote are required.
3. If a vote is required, all background materials are to be sent to the entire board by the requester with a request of a motion and a second. If the motion is seconded, all discussion is to be via email and limited to a 2 week timeframe when the vote will be taken. While phone communication may transpire, the written communication is the only official communication. The vote is to be conducted by the Chairman via email, and recorded by the Secretary. Since all directors have email, a quorum is defined as all current board members.

## **7. POLICY ON REMOTE COMMUNICATION BY BOARD MEMBERS**

### **PURPOSE AND SCOPE**

If a CFAPOA Board meeting is scheduled when a Director or Officer cannot attend a Board meeting because she/he is not present in the Chippewa Flowage/Hayward area, that Director may remotely attend the meeting. A Director may attend a Board meeting by telephone, generally accepted electronic means or any other means which enables all participants to communicate with each other, adequately and simultaneously. A Director participating in a meeting by telephone or by any other means of such communication is deemed to have attended that meeting.

# 8. POLICY ON BOARD MEMBER RESIGNATION PROCEDURE

## PURPOSE AND SCOPE

The purpose is to allow for a uniform procedure for Director resignation. A Director may resign from the Board, at any time, by sending written notice to the Association Chair and Secretary who shall immediately transmit the information to the entire Board. The Director's resignation shall be effective ten days after the notice is sent to the Chair.

I have read and understand this CFAPOA Policy Manual

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Printed Name:

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Date