



Public Office & Committee Position Policy

It is the policy of the Chapter Board of Directors that when a Chapter member is elected or appointed to a public office before which common interest community issues are decided, including but not limited to, the State Legislature or Commission for Common Interest Communities and Condominium Hotels, the member shall be considered to have resigned their position on a Chapter committee and the board shall appoint a replacement member as needed.

The purpose of this policy is to avoid actual or perceived conflicts of interest that might preclude public officials from voting on issues of concern to the Chapter.

In these circumstances, elected Board members are encouraged to voluntarily resign their position on the Chapter board, but cannot be removed except by vote of the Chapter members.

Adopted 11/2008



Educational Program Attendance Policy

The CAI Nevada Chapter supports the widest possible access to educational opportunities for homeowners, managers and business partner members. Therefore, CAI members regardless of membership group are encouraged to attend Chapter educational programs under the following guidelines:

- Individuals within the targeted membership group shall be given priority in registering for programs. For example, managers will be given priority in registration for manager breakfasts and homeowners will be given priority in registration for DCAL programs. Individuals from other membership groups shall be accommodated as space permits. The Executive Director shall establish a process for priority registration.
- A tiered pricing structure shall be established for each program where individuals from the target member group will pay one price while non-members groups will be charged a higher price. The board shall establish a tiered pricing structure which may be amended from time to time.
- In order to ensure that all the course material is covered and that the questions of the targeted members are answered, individuals of the non-targeted membership group shall be seated together and asked to submit any questions for the presenter in writing. These questions will be answered as time permits and only after the questions of the targeted membership group are answered.
- Educational programs are sponsored events. Suitcasing is not permitted: only the program sponsor may market to the attendees. Anyone, other than the program sponsor, observed soliciting business or distributing business cards or marketing materials will be asked to leave the program and no refund will be offered. Repeated violations of the no suitcasing policy may result in further disciplinary action by the Chapter.

December 2, 2008



Board of Directors Conflict of Interest Policy

Members of the CAI Nevada Chapter Board owe a duty of loyalty to Community Associations Institute (CAI) which requires that in serving CAI they act, not in their personal interests or the interests of others, but rather solely in the interests of CAI. Board members must have undivided allegiance to CAI's mission and public policies, and may not use their positions on the Board or information they have about CAI in a manner that allows them to secure a pecuniary or any other benefit for themselves, their relatives, or other organizations they belong to or serve.

The conduct of personal business between a board member and CAI is discouraged. Business transactions involving CAI and a board member's business shall not be prohibited, but shall be subject to close scrutiny by Chapter Board of Directors. Such proposed transactions shall be reviewed carefully by the Board to determine that they are in the best interests of CAI and the chapter. Any matter in which one has a personal interest is, de facto, a conflict of interest and must be disclosed.

For the purposes of this policy, a board member has an interest in a proposed transaction if he or she has a financial interest in the transaction that is not shared by the membership at large or a substantial portion of the membership of CAI, or has a financial interest in any organization involved in the proposed transaction (except an interest as a shareholder in a publicly traded company) or holds a position as trustee, director, general manager, or principal officer in any such organization.

Prior to participating in any briefings, discussions, strategy sessions or lobbying activities that affect any programs or interests of other organizations to which a board member may be affiliated or which affect a board member personally, that member must make full disclosure to the best of his or her knowledge of any interest inconsistent with this policy in a proposed issue, transaction, legislative or regulatory strategy, or policy position by submitting a written report to Chapter Board Chair.

A board member with a dual interest in a proposed issue, transaction, legislative or regulatory strategy, or policy position shall not vote on or participate in a discussion of the matter.

A board member shall not use inside information about CAI for his/her personal benefit or for the benefit of any other organization, or use such inside information or his/her position as a board member to the detriment of CAI. Inside information is information obtained by a board member through this or her position that has not become public information.

Each board member has a duty to place the interests of CAI and adherence to CAI's policies foremost in any dealings involving CAI and has a continuing responsibility to comply with the requirements of this Policy.

I have read the above policy and agree to adhere to the guidelines set forth.

CAI Nevada Board of Director Signature
07/08/08

Date



Travel Reimbursement for Committee Members

The Chapter shall reimburse reasonable travel expenses for committee chairs and co-chairs for individuals living 200 miles or more from the meeting location under the following circumstances:

- To attend, up to twice a year, meetings of committee chairpersons as called by the Board president;
- To attend committee meetings or committee-planned events as approved in advance by the Board of Directors.

Reasonable travel expenses are defined as coach class airfare, rental of an economy or compact size car or taxi/limo service that would not exceed the cost of the rental car and airport parking for a similar period. If the meeting or event would reasonably preclude same day travel, lodging, and meals up to a per diem of \$35 may also be reimbursable.

It shall be the committee chair's responsibility to submit requests for travel expense reimbursement to the Board of Directors in advance of need. Requests must be sent to the Executive Director no less than 10 days in advance of the Board meeting date at which the matter would be considered. The Executive Director will make all travel arrangements. The travel reimbursement estimate shall include:

- The date and time of the committee meeting or event
- Reason why "in-person" attendance is required
- Estimate of travel costs

November 11, 2008



Alcohol Policy

The policy of CAI Nevada Chapter is to promote a safe and professional environment at all chapter sponsored events. Therefore, all events at which alcohol is served shall follow the guidelines below:

Alcoholic beverages shall be provided, sold and served by a licensed caterer who holds a valid liquor license or an individual who holds a valid liquor license.

At no time will participants be allowed to bring their own alcoholic beverages (BYOB).

A designated driver service shall be provided and the cost of such service shall be incorporated into the event budget.

Each CAI sponsored event shall incorporate a strategy for alcohol service and consumption consistent with the guidelines above, such as limiting an open bar service time.

October 14, 2008