

Appendix I: Procedures for HBA Board Member Removal

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In cases of board member conflict, the first step is for the board/parties to attempt to resolve the issue directly, including engaging the association's Mediation process as appropriate.

If mediation efforts fail, and the volunteer or board member in question does not wish to resign from the board, and the board remains resolved to remove the volunteer or board member, then the board will call a special meeting to address the issue, per the bylaws (global board).

Prior to calling the meeting, those who intend to call the meeting should consult the HBA Central Staff to advise them on their course of action and to ensure they are in compliance with all local, state, and federal statutes.

The board president, the executive committee, or 25% of the board members may call for a special meeting and must provide at least five (5) days' written notice or two (2) days' personal notice to all board members as to the purpose of the meeting, per the bylaws.

The director in question must be given the opportunity to address the board prior to a vote being called, with a time limit specified to the director in advance of the meeting to allow them to prepare comments. After the director in question has given their comments, they should be asked to leave the meeting.

After establishing a quorum and stating the purpose of the meeting, the discussion and voting on the issue should be done in executive session.
