



CASI Policies & Procedures

Adopted August 30, 2011, Revised October 26, 2011

1.0 General Info

- 1.01 CASI is an open organization representing the total mix of professions that make up the organization, not just one profession.
- 1.02 Policies & Procedures are to be reviewed, updated and amended annual during the year-end Board meeting when Board-elects are present.
- 1.03 Any Policy and Procedure items may be amended with the approval of the Board at any meeting called to order in occurrence with the Institute Bylaws.

2.0 Board

- 2.01 Current members of the board can not endorse anyone running for election to the Board
- 2.02 Each Director will select a co-chair in the opposite portion of the state where the Director is located.
- 2.03 Board meetings are open to all members who want to participate - Board discussion is not censored to the membership.

3.0 Membership

- 3.01 Membership Renewals are emailed to the membership August 1 and should include the election results email
- 3.02 Membership Dues are prorated semiannually and reduced to \$75 on March 1 – available to new members only. Membership runs through August 31 of the current membership year.
- 3.03 CASI new member certificates mailed out in one group monthly.
- 3.04 Partner/Spouse of a deceased member may access the site for the remainder of the current membership year pending board approval.
- 3.05 At the beginning of the new fiscal year, non-renewed members have a 1 week grace period before losing membership privileges. Lapsed members will be removed from the Find A CASp website listing and lose access to the members only section of the website.
- 3.06 New membership sign-ups purchased during the month of August receive benefits as of their startup date in August in addition to the full year membership

4.0 Seminar's & General Meeting's

- 4.01 Seminar presenters are recognized experts
- 4.02 General Meeting presenters can be CASI members and/or invited guests
- 4.03 \$350 maximum reimbursement for travel to a meeting.
- 4.04 Individual General Meeting & Seminar fees are not reimbursable.
- 4.05 Minimum of 3 Board Members should attend each General Meeting of which 1 should be from the Officers.
- 4.06 Seminar refreshments should be limited to a maximum of \$4 per person.
- 4.07 General Meeting lunches should be limited to a maximum of \$14.50 per person.
- 4.08 Seminars should be scheduled for 2 to 2.5 hrs.
- 4.09 General Meetings should be scheduled for 2.5 to 3 hrs a half hour after the seminar concludes and include lunch.
- 4.010 A CASI member may bring one non-CASp as a guest to the General Meeting at non-member price



- 4.011 Attendees may bring one Caregiver to a seminar and/or meeting as a non-paid guest. If the Caregiver seeks learning unit credits for attending the seminar, they would be required to pay the related fees.
 - 4.012 A stipend is made available for speakers of \$500 per seminar except for CASI board members.
 - 4.013 Presenters at General Meetings can be CASI members or a guest
 - 4.014 CASp who are non-CASI members are welcome at General Meetings at non-member prices
 - 4.015 Seminars are not limited to CASp
- 5.0 Website
- 5.01 Calendar postings must be approved by President and Chair of Member Outreach Committee.
 - 5.02 Posting to the Products pane must be approved by President and Chair of Public Outreach Committee.
 - 5.03 CASI members can post jobs at no cost
 - 5.04** CASI members can have their events posted to the calendar at no cost
- 6.0 Article Posting
- 6.01 Articles, opinion pieces, newspaper or magazine articles, videos, court decisions, etc. are valuable sources of information that can affect the practice of CASps and help us to stay current on issues such as government policymaking, litigation, court decisions, etc. All of these types of pieces are eligible for posting on the CASI website, subject to the following qualifications:
 - 6.02.1 They relate to the practice of a CASp (including Title II and III provisions of the ADA, California Building Code, Fair Housing, Universal Design, Air Carrier Access Act, etc.). We should not post pieces that relate to such topics as ADA Title I employment issues, accessible website design, telecommunications, etc.)
 - 6.02.2 Provide information that can affect the practice of a CASp, such as potential changes in the laws that affect our practice (e.g., so-called "ADA Notification Bills").
 - 6.02.3 Opinion pieces that are from reputable sources, whether they are supportive of or opposed to increased access in the built environment are encouraged.
 - 6.02.4 The identity of the author of the article is either known or can be verified. "Reputable sources" can include politicians, regular print journalists, attorneys, etc. but should exclude bloggers and other sources whose background cannot be substantiated.
 - 6.03 The CASI website should be a place where opposing viewpoints can be shared and discussed. We do not expect our entire membership to be of the same opinion regarding the providing of accessibility; however, we should all be expected to be as knowledgeable and professional as possible when dealing with our clients and the public at large. CASI therefore discourages the posting of any material that would implicitly or explicitly suggest that a member of CASI perform their duties in any less than a thoroughly professional manner subject to the laws regulating the practice of a Certified Access Specialist.

- 6.04 The following Disclaimer shall be posted on the CASI homepage:
- 6.04.1 **Disclaimer:** *The articles posted above are for information only and the benefit of our members and do not reflect the views of CASI or its membership.*

7.0 Nominations and Elections, Board of Directors

- 7.01 Circumstances each year may require adjustments to the steps and tasks outlined and the sequence of those activities
- 7.02 President selects 2 members, one from Northern California and one from Southern California to be appointed to the nominations committee who are not currently serving on the board. The board votes to approve the committee at the February board meeting or by email vote the first week of March.
- 7.03 The procedure for the annual nominations and elections process is subject to review and approval by the Board of Directors. (*Bylaws: Article IV,2*)
- 7.04 The Committee will update the Board on the progress and any issues at key stages of the process. The Nomination Committee may employ the guidance and resources of the association management company (AMC) currently providing administrative services to the Institute. (In 2010-2011, our AMC was PESC).
- 7.05 Nomination Process Calendar
- 7.05.1 MARCH
- Establish the specific timelines for the nominations and election phases.
 - Based on the By-Laws, identify the two Board Directors (non officers) whose positions come up for election.
 - Review/update the job descriptions for officers and directors (to be included in the call for nominations packet).
 - Update/prepare the nominations form template for members to use.
 - Prepare cover letter (instructions) to members (update prior year's template).
- 7.05.2 APRIL
- Solicitation of nominations for upcoming vacancies. (aka E-broadcast of nomination packet)
 - Arrange for nomination spokesperson(s) to attend each May general meeting and to make final call for nominations "from the floor". Have extra forms to hand out. The last May general meeting (either North or South) signals the close of the nominations process.
- 7.05.3 MAY
- Access the nomination results. AMC to provide worksheet (office, names, phone, email addr).
 - Identify any issue(s) about private vs. public affiliation & come up with plan to resolve. Consider an extension of nomination deadline if appropriate.
 - By personal contact, Committee members verify each nominee agrees to run for the position he/she was nominated for. Resolve any issues about public vs. private affiliation. Explain candidate statement requirements. Follow-up with email with attachment



about Candidate Statement criteria.

7.05.4 JUNE

- Committee reviews candidate statements; (1) Accepts statements. (2) Notifies any candidate of any required revisions and sets deadline to complete.
- Prepare ballot packet. Include (1) cover letter; (2) final version of ballot, (3) approved candidate statements
- Second Monday of June: Email ballots and packet to members. AMC has schedule for re-broadcast.

7.05.5 JULY

- Second Monday of July: Close balloting.
- Once ballots have closed allow for 7 days to tally the ballots.

7.05.6 AUGUST

- Publish election results in tandem with the membership renewal mailing.