

ISRI Board of Directors (BOD) Frequently Asked Questions (FAQ)

1. **Who are ISRI's Officers?**
 - a. Gary Champlin (Chair)
 - b. Brian Henesey (Chair-Elect)
 - c. Colin Kelly (Vice Chair)
 - d. Andy Golding (Secretary/Treasurer)
 - e. Brian Shine (Immediate Past Chair)
 - f. Robin K. Wiener (President/*Ex-Officio* Member)
2. **What is the role of the ISRI President?**
 - a. The ISRI president is responsible for working with the ISRI BOD to implement the association's policies and overall strategy, as well as overseeing ISRI staff and daily operations. The president is the chief staff officer of the association. The president also serves as an *ex-officio* (non-voting) member of the ISRI BOD.
 - b. ISRI's president is Robin Wiener, and she can be reached at rwiener@isri.org.
3. **How long is my term of office?**
 - a. See the governance chart in this manual, as well as the bylaws.
4. **What if I'm interested in another leadership role in the future? What if I know someone who is interested in serving in a leadership role?**
 - a. ISRI would love to have a diverse pipeline of future leaders. We have a Women in Recycling and a Young Executives council. Please reach out to any member of the executive committee, the leadership committee, or Robin Wiener to discuss ways we can increase the pool of our volunteer leadership.
5. **I might know a prospective member. Who should I contact?**
 - a. ISRI has a membership department and a member-led membership committee. Please reach out to Brianna Gianti, VP of Membership at bgianti@isri.org and she would be happy to develop an approach to a new prospect.
6. **What are Robert's Rules?**
 - a. Robert's Rules of Order Newly Revised (called Robert's Rules or RONR) are the parameters governing parliamentary procedure, meaning they guide the business of the association (i.e., meetings, committee formation, bylaws, etc.)
 - b. See the "Motion Making Made Simple" handout in this manual for more information on RONR and how they may apply to actions you may want to take at a meeting.
7. **What is a motion?**
 - a. A motion is a formal proposal by a member in a meeting that ISRI take a certain action.
 - b. To learn more about the different types of motions and how to make a motion, please refer to ISRI's "Motion Making Made Simple" document.
8. **What are minutes?**
 - a. Minutes are an official written document that outline the business conducted at a BOD meeting. Minutes will usually include any motions brought, resolutions reached, and votes taken (including

their results) at a BOD meeting. Minutes should also include a summary of any major decisions made by the Board.

- b. It is important to review minutes of each board and committee minutes prior to voting to approve them. Bring any corrections to the attention of the Chair.

9. What important rules and policies should I know?

- a. ISRI has an antitrust policy and code of conduct, as well as a conflict of interest policy.
- b. It is ISRI's policy to remind members of the antitrust policy at the beginning of each meeting and provide them with a copy of the policy for reference.
- c. ISRI uses an Antitrust Checklist at each meeting and ISRI-sponsored event that outlines the rules for participants. The checklist has been given the name of "Momma's Rules."
- d. A copy of Momma's Rules can be found on the ISRI website at <https://www.isri.org/docs/default-source/governance/2019-isri-mommas-rules-movie-poster-final.pdf?sfvrsn=2>.
- e. ISRI's policy manual—a reference for official board policies, is being re-drafted in conjunction with an ISRI Bylaws/Policy Manual Working Group. Please reach out to your staff liaison or ISRI's General Counsel for information on current policies.

10. May I attend a meeting virtually?

- a. ISRI has pivoted to all-virtual meetings while Covid-19 is still a concern. Traditionally, if an in-person meeting is held, you must attend in person. This policy is under review. That said, it is unlawful for ISRI to accept a "proxy" vote in lieu of a board member's vote—that is, ISRI cannot permit a board member to allow another person to cast a vote in their absence.

11. How many board meetings are held each year and where?

- a. ISRI usually conducts four meetings per year, and the locations vary. However, every other year (even years), the annual convention meeting is held in Las Vegas, Nevada. Please contact staff for current dates, times, and locations (in-person or virtual) for events.

12. What if I have to miss a board meeting?

- a. Attendance expectations are outlined in the bylaws.
- b. If you must miss a meeting of the board, please notify Robin Wiener and Gary Champlin as soon as you are aware.

13. Where can I get more information?

- a. You can contact ISRI's General Counsel, Heather Lyons, at hylons@isri.org for more information regarding governance, policies, and related matters in this manual.
- b. For other questions, please see the staff listing in this manual. Any staff member would be happy to talk to you and point you in the right direction.