**Resolution of the Association for Education and Rehabilitation of the Blind and Visually Impaired: July 2024**

**Updated AER Policies and Procedures Manual**

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Whereas, newly elected directors/officers of AERBVI must have a clear understanding on their role as a member of the Board of Directors;

Whereas, the Board of Directors of AERBVI must perform their duties in line with the AER Bylaws and Policy and Procedures;

Whereas, many decisions that the AER Board of Directors make, must reflect the rules and regulations as stipulated within the Policies and Procedure Manual;

Whereas, the current operating [AER Bylaws](https://www.aerbvi.org/assets/docs/AERBylawsJuly2020.pdf) were amended and updated July 2020 and does not reflect current operations of AER and its Bylaws;

Whereas, the current number of division/interest groups within AER are 16 as posted on the website, the [Policies and Procedure Manual](https://docs.google.com/document/d/1D5NgJWasPiy6DW4eukBYFE_k54hrm4CWPlAnWvQxFRM/edit) does not reflect current number or name of division/interest groups that are operating with the AER organization;

Whereas, the current Policies and Procedure Manual has an overall definition of duties for the Board of Directors, it does not define the role of a District Director and Division Representative, nor Student Representative;

Whereas, the current Policies and Procedure Manual only lists one AER Award (MacFarland Award) and does not reflect current award standards, nor the other awards as posted on the website.

Therefore, be it resolved, that the Board of Directors of AERBVI

1. After the international conference, but within the 1st 3 months of the newly elected directors, the Board of Directors shall review and discuss the current Policies and Procedure Manual and report to the membership with the results;
2. Shall make updates of the Policies and Procedure Manual to be aligned with and further define (where needed) to reflect the current AER Bylaws;
3. Shall review the Policies and Procedure Manual annually to discuss needed changes to reflect current practices;
4. Shall post updated Policies and Procedure Manual annually for membership review;
5. Add the updated division groups to also include the division name and a short explanation of all divisions to the Policies and Procedure Manual;
6. Add specificity to the roles of District directors and Division Representatives to the Policies and Procedure Manual and include the 2016 Division Handbook document into the P&P;
7. Add that the Division Handbook will be updated bi-annually with the new CDC and when there is a policy change it needs to be consistently updated;
8. Add Student Representative to the Board of Directors along with their role and responsibility with the Board of Directors;
9. Add current AER Awards and award explanations to the Policies and Procedure Manual and compile them in one place.
10. Create a policy on the conduct of Zoom meetings (confirming quorums, establishing eligibility, proper identification, voting/counting votes, recording who makes motions/seconds, etc.)
11. Creation of a policy establishing legitimacy of electronic voting (quorums, establishing eligibility, defining how to choose/evaluate any apps for this purpose) and how to conduct it properly. The current Bylaws actually require having these procedures.
12. Include a reference to AER’s code of ethics in the description of duties.
13. Affirm a commitment to accessibility of all aspects of the conduct of AER business.
14. Establish a procedure for handling/investigating/resolving complaints (if they are not resolved by AER staff).