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 the Division Handbook will be updated bi-annually with the new CDC;
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).