

## **Board of Governors Committee Report - 2025**

The Board of Governors Committee is charged with supporting the governance structure of the United Portuguese S.E.S. through policy development, review of governing documents, and advisory support on parliamentary procedure in accordance with the Bylaws and Robert's Rules of Order. As Parliamentarian and Committee Chair, my responsibilities included advising the Board of Directors on proper procedure, leading policy review initiatives, and preparing governance documents for Board consideration and action.

The Board of Governors Committee's first and primary task in 2025 was to conduct an editorial clean-up of the existing Policies & Procedures document. This effort was undertaken for clean-up purposes only and did not change the policies and procedures themselves, nor the intent, meaning, or application of any existing policy. No existing policies were substantively amended as part of this re-draft. The revised Policies & Procedures document was presented to and approved by the Board of Directors.

In addition to the editorial re-draft of the Policies & Procedures, the Board of Governors Committee prepared and presented the following documents:

- Reimbursement Form & Mileage Log
- Security Protocol & Incident Log
- New Member Code of Ethics
- Financial Code of Ethics & Protocols

### **New Policies Adopted by the Board of Directors in 2025:**

The following policies were drafted by the Board of Governors Committee and formally adopted by the Board of Directors and added to the UPSES Policies & Procedures during the 2025 term:

- Voting Procedures for Directors at the Annual Meeting
- Procedure for handling grievances
- Director Bingo Volunteer Requirement Policy
- Virtual Attendance (Zoom) Policy
- Locker Assignment Policy
- After-Hours Booth Rotation Policy
- Head Cook Recognition Wall Policy

The UPSES Board of Directors began the 2025 fiscal year with 30 directors. During the year, one director resigned, resulting in a total of 29 directors. Of those, 20 directors have indicated their intent to continue serving, leaving 9 director positions to be filled. 4 Director applications have been received and approved by the Board to be added to the election slate as of January 20, 2026.

Respectfully Submitted,

Karina Feliciano

*Parliamentarian & Chair, Board of Governors Committee*