

07/23/2018



National Property
Management Association
Certification Governing
Board Charter





I. PURPOSE

The National Property Management Association (NPMA) Certification Governing Board (CGB) is a voluntary board formed to manage the NPMA Certification Program.

II. DURATION

The CGB will be a permanent body established to preside over the organizational structure of the NPMA Certification Program.

III. AUTHORITY

The CGB operates under the granted authority of the NPMA National Bylaws. The NPMA Executive Board (EB) provided the NPMA Vice President (VP) of Certification approval to establish the CGB in October 2009. The NPMA VP of Certification is the Liaison between the EB and the CGB.

In accordance with the NPMA by-laws, Article VIII, Section 2, (f), the CGB is granted authority to govern the Certification Program free from undue influence.

A Financial Memorandum of Understanding (MOU) exists between the NPMA Executive Board and the CGB. For details concerning the MOU, see the NPMA Certification Program Guide, Chapter 4.

IV. CGB MEMBERSHIP

The CGB is comprised of NPMA members and non-NPMA (public) members to govern the highest quality certification program for the NPMA.

For details regarding the CGB Governing Structure and Composition see the NPMA Certification Program Guide, Chapter 2. Also, see Appendix B, NPMA Certification Program Organizational Chart.

V. LEADERSHIP and ROLES and RESPONSIBILITIES:

The CGB maintains the NPMA Certification Program Guide, which includes, policies and procedures, forms and other pertinent information relevant to the Certification Program.

For detailed Roles and Responsibilities, see the NPMA Certification Program Guide, Chapter 3.

VI. PROCEDURES

The CGB holds regular meetings each month. If special meetings are necessary, the Secretary will notify CGB members via email. The Chair will prepare agendas and provide to the Secretary for distribution via email prior to each meeting. The Chair



executes all meetings in accordance with Robert's Rules of Order. To constitute a quorum, 51 percent of the board membership must be in attendance. To pass a motion, 51 percent of voting members must vote in the affirmative. The CGB Chair, Vice Chair, or Secretary may call for an electronic or live vote as the situation warrants.

When practical, the CGB will use established Regional or National NPMA gatherings to meet and conduct business.

VII. REPORTING

The VP of Certification is the liaison between CGB and EB and will brief the EB as to the progress, areas of discussion or requests for assistance.