

# Policy and Procedure

## Authorization to Negotiate and Bind with Vendors

**Background:**

Vendors have been contacted by multiple Members without the Board's knowledge or approval.

**Objective:**

To preserve vendor relations and reduce confusion caused by having multiple points of contact.

**Policy:**

The policy of the Board is that in each instance, only the acting president may negotiate and/or bind the Association unless there is a Board vote recorded authorizing a single alternative representative to negotiate and/or bind with certain parameters on the Association's behalf.

**Procedure:**

A copy of this policy may be supplied to vendors for their reference.

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This policy is adopted pursuant to:  
By-Laws 5 and 6

2018-02-20 adopted by the Board