

**CALIFORNIA FEDERATION OF BUSINESS
AND PROFESSIONAL WOMEN**

POLICIES AND PROCEDURES



May 2025

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California Federation of Business and Professional Women's (CFBPW) Clubs, Inc.

Policies and Procedures

The policies and procedures may be amended by the Board of Directors by a majority vote.

1. Administration

The State President has responsibility for administration of CFBPW. Under general supervision of the President, with the cooperation of the Executive Committee, designated individuals shall handle the operation of the organization to provide needed functions.

A. Calls to State Meetings

The President shall be responsible for distributing copies of all Calls to members of the Board of Directors, Special Chairs, Special Appointees, Past State Presidents (who are current members), and Club Presidents. Calls will contain a tentative agenda, registration form, hotel and transportation to the hotel information. Calls will be mailed:

Board of Directors 30 days prior (ref. Bylaws Article XVII, Section 3, A (2))
Public Policy Conference 45 days prior (if bylaw amendment is approved it will be
referenced here)

Annual Conference 45 days prior (ref. Bylaws Article XVII, Section 4, A)

B. Meetings

1. All facilities shall be accessible to people with disabilities.
2. The registration form and funds for state meetings shall be sent to the designated Registration Chair for that meeting.
3. The venues for meetings must be cost effective for both the organization and the members.
4. The Executive Committee will be authorized to change the dates and places of the meetings in case of an emergency.

C. Bylaws Review and Approval

1. District Bylaws shall be reviewed by the Parliamentarian then forwarded to the State President for approval.
2. Club Bylaws shall be reviewed by the Bylaws Chair then forwarded to the State President for approval.

D. All items for distribution to the members must be routed through and approved by the President.

E. How to do a CFBPW Resolution

1. Resolutions presented to the CFBPW Board or Annual Conference shall conform to the objectives of the Federation.
2. Policy-making resolutions adopted by the CFBPW Board or Annual Conference shall remain in force until revoked by the original adopting body.
3. The Bylaws/Resolutions Chair shall be appointed by the President and ratified by the Executive Committee.
 - a. The State Federation Parliamentarian shall serve as a consultant to the Chair. The Chair shall ascertain from all possible sources, facts supporting and opposing resolutions submitted for presentation to the State Federation.

- b. The Chair shall forward copies of all resolutions to the State Parliamentarian before submission in the Call to the CFBPW Board or Annual Conference.
4. Resolutions presented for consideration by the CFBPW Board or Annual Conference should have attached a fact sheet, pertinent statistics or a position statement for backup of the resolution to facilitate consideration.
 5. Resolutions for presentation at CFBPW Board or Annual Conference, previously approved by action of a State Committee Chair, a regular District meeting, or a Club belonging to the Federation, shall be sent to the Bylaws/Resolutions Chair at least sixty (60) days prior to the date of the CFBPW Board or Annual Conference, copies of which shall be sent together with the Call to each Club and to the Board of Directors per the State bylaws.
 6. Resolutions approved by District Conference action shall be presented to the Bylaws/Resolutions Chair at least fifteen (15) days prior to the opening day of the CFBPW Board or Annual Conference.
 7. All Resolutions submitted to the Bylaws/Resolutions Chair shall be reported to the body. Those resolutions reported adversely by the Bylaws/Resolutions Chair shall not be considered except for a two-thirds vote (without discussion) to give it a hearing, and granted a hearing, a two-thirds vote shall be required for adoption.
 8. Emergency resolutions are those which contain subject matter arising after the time limit for receipt of resolutions and whose value would be lost by delay. Such proposed emergency resolutions must be in the hands of the Bylaws/Resolutions Chair prior to the opening of the Board of Directors meeting. A majority vote shall be required to give an emergency resolution a hearing. A two-third vote shall be required for its adoption.
 9. **RESOLUTIONS** - A resolution is a main motion introducing a new subject. Resolutions are usually divided into two parts: **a preamble and the resolution**. If the motion is long or if the maker wishes to place before the assembly the reasons for making the motion, it is best to use a resolution form. This is the same as debating the question while it is being made and before it is on the floor. Because of its length or its importance, it is written in a certain form. The following details of the form are found in ROBERT'S RULES OF ORDER NEWLY REVISED.

PREAMBLE –

If there is a preamble, each clause, written as a separate paragraph, begins with the word *Whereas*, followed by a comma, and the next word begins with a capital letter. The preamble shall never contain a period. Each of its paragraphs should close with a semicolon, followed in the case of the next to the last paragraph, by the word, *and* The last paragraph of the preamble should close with a semicolon, after which a connecting expression such as *therefore* or *therefore, be it* is used. When one of these phrases is included, no punctuation should follow it – and it should always be placed at the end of the preamble paragraph: never at the beginning of the resolving paragraph. (A resolution is often more forceful with a minimum of connecting words.)

RESOLUTION –

The word, *Resolved*, is underlined or printed in italics. It is followed by a comma and the word That which begins with a capital T. If there is more than one resolving clause, each shall be a separate paragraph. Unless the paragraphs are numbered, each paragraph begins with the words, *Resolve*, That, just as the first revolving clause. Each resolving paragraph may close with a semicolon, or each

resolving paragraph may end with a period. A resolving paragraph should not contain a period within its structure.

SAMPLE RESOLUTION

- Whereas*, From the latter part of 2017 investigative news reporters both nationally and internationally began to report to the general public allegations of sexual harassment, assault and rape made by a growing movement called #MeToo, against, primarily, men in power;
- Whereas*, “Hollywood” television and motion picture industry women publicly proclaimed sexual abuse incidents over the years and against persons of power in their industry and created their movement called “Time’s Up” to provide assistance for victims within and outside of their industry;
- Whereas*, Congress has proceeded with national legislation by Representative Jackie Speier and others to create bills that will eliminate sexual harassment within its Congressional environment;
- Whereas*, Certain California Legislators, who have been accused of sexual harassment, have resigned or left their positions due to allegations of sexual harassment and, further, the Legislature is undergoing a review of its rules for protection against harassment in its workplace;
- Whereas*, Assembly person Melissa Melendez’s “Whistleblower” legislation [AB 403] has sat for four years previously, but has been revived, passed 38-0 in the Senate and signed by the Governor upon arrival to his desk;
- Whereas*, As the Voice of Working Women, the CFBPW’s Public Policy does proscribe elimination of sexual harassment [in the workplace] and violence against women; *and, therefore be it*
- Resolved*, That the California Federation’s focus issue for 2018-2020 shall be “The Elimination of Sexual Harassment and Sexual Abuse Against Working Women.”

2. Minutes

A. Executive Committee Minutes

The minutes of the Executive Committee meetings will be distributed to members of the Executive Committee within 30 days of the meeting, with one copy to be placed by the secretary in a permanent file. The Secretary will provide a summary of the Executive Committee action items to be published in the *California Woman*.

B. Board of Directors Minutes

The Board of Directors minutes will be distributed within thirty (30) days via e-mail or standard mail to those who attended a board meeting; and will be distributed to members of the Board of Directors, Special Chairs, Special Appointees, the Handbook Chair, and Past State Presidents (who are current members) in attendance at the next meeting. The Secretary will provide a summary of the Board Directors action items will be published in the *California Woman*.

C. Annual Conference Minutes

The minutes of the Annual Conference shall be approved within thirty (30) days, by a committee of three appointed by the presiding President at the first business meeting of the conference. After approval the minutes will be posted on the State website.

3. State Representative

- A. Districts may have a State Representative at their conferences and annual meetings. State Representatives to district conferences shall be members of the Board of Directors, which include State Elected Officers, Standing Chairs, Vice Chair of Public Policy, and Past State Presidents (who are current CFBPW members).
- B. The District shall support the State Representative's cost to attend a District conference as agreed between the District and the State Representative. State Representatives do not pay registration fees at District meetings.

4. Financial

A. Annual Budget

- 1. Budget Committee: The State President, President-Elect, Treasurer and Finance Chair prepare the annual budget.
- 2. Income shall include:
 - a. State dues which shall be based on actual membership as of January 1 less 10%.
 - b. *California Woman* advertising which should be based on the average for the past three years.
 - c. State Board meetings.
 - d. The Public Policy Conference.
 - e. The Annual Conference.
 - f. Restricted funds.
 - g. Other sources including: sale of Federation materials, interest, ways and means, gifts.
 - h. Miscellaneous income shall be any income that cannot be credited to any other budgeted item.
- 3. Expenditures shall include:
 - a. National Federation of Business and Professional Women Clubs (NFBPWC), International Federation of Business and Professional Women (IFBPW) and student dues
 - b. *California Woman* printing/ mailing
 - c. President's expense: this expense shall include all CFBPW expenses of the President, except when authorized as a State Representative to Districts. The amount of five hundred dollars (\$500.00) may be advanced promptly to the President upon assuming office (and additional sums as needed up to the budget allocation).
 - d. Other elected officers expense: this expense shall apply to their costs for in-person State Board meetings and the Annual Conference, and miscellaneous items incurred in routine serving of their respective office.
 - e. State Board meeting expenses.
 - f. Public Policy Conference expenses.
 - g. Annual Conference expenses.
 - h. Stipends for State Board meetings, the Public Policy Conference and the Annual Conference.
 - i. Legislation Training/Education
 - j. Membership and Marketing
 - k. Membership development grants (a designated fund)

- l. Website and website developer expense
- m. Insurance, tax fees and bank charges
- n. Printing, supplies and equipment
- o. Postage and UPS
- p. Miscellaneous Expenses:
 1. Past President's pin
 2. When appropriate, the Executive Committee may authorize a donation not to exceed fifty dollars (\$50.00) to the California BPW Education Fund, Inc. in memory of deceased State Board members, Past State Presidents, and their immediate families.
- q. Funds not Budgeted

After the budget has been adopted by Conference action, no funds may be voted for any committee, project or other expense until a request has been presented and has been studied by the Finance Committee. which will have the authority to decide whether a budget change can be made to cover such additional expense, and make a recommendation to the Executive Committee.
- B. State Board meetings, the Public Policy Conference and the Annual Conference budgets should include:
 1. Income
 - a. Registration fees paid by both in person and virtual attendees who are members of the State.
 - b. Guests do not pay a registration fee but must register.
 - c. Meals
 - d. Registrations received after the deadline incur a \$10 late fee.
 - e. Vendor fees
 - f. Raffle fees and donations
 2. Expenses
 - a. Room rental
 - b. Food and beverage cost plus service charge plus tax.
 - c. Speaker lunches
 - d. Gifts, honorariums for speakers and plaques
 3. The budgets shall be prepared by the State President (except for the PPC, which is prepared by the Public Policy Chair), State Conference Coordinator, Treasurer and Finance Chair, and approved by the Executive Committee.
 4. All meetings should be self-supporting. The budget should be estimated on anticipated registration. The budget is usually set at 10% lower than the previous year's actual paid registration.
 5. Following each meeting, a detailed financial report shall be prepared by the Treasurer, reviewed by the Executive Committee and presented no later than the next meeting.
- C. Stipend Policy
 1. The stipend payment policy shall be:
 - a. Each eligible CFBPW board member will receive a \$50.00 stipend for each in-person meeting attended.
 - b. Any eligible board member who requires additional funds shall request a \$100.00 stipend at least 30 days prior to the board meeting.
 - c. Any board member who wishes not to accept a stipend for a board meeting shall give written notification at least 10 days prior to the meeting.
 - d. All notifications must be in writing and sent by mail or email to the Treasurer.

- e. The Treasurer will report to the Executive Committee the number and dollar amount of anticipated stipends prior to each board meeting but not individual names and amounts.
- 2. Stipend eligibility:
 - a. Except the President, all voting members of the Board of Directors.
 - b. President's Aide.
 - c. Special Chairs to one interim Board Meeting, upon invitation of the President, and to the Pre-conference Board meeting. In case of necessity, the President may invite a Special Chair to an additional Board Meeting.
 - d. State Conference Coordinator.
 - e. Nomination Chair to Winter Board Meeting and State Conference.
- D. Restricted Funds
 - 1. Membership Grants are to be used by clubs, districts or the state to support activities which will attract new members. Prior to the event, the grant form must be completed and sent to the membership chair. The membership chair forwards the request along with their recommendation to the Executive Committee for final approval.
 - 2. Legislation Grants should be used for advocacy projects and to support alliances that are in agreement with our Public Policy Statement.
- E. Financial Administrative Items
 - 1. All bills to be paid for current year expenses must be received no later than thirty (30) days after the close of the State Conference. Any bills submitted after that date may not be honored.
 - 2. An Income/Expense Statement for all CFBPW events must be submitted within sixty (60) days following the event to the State President for presentation at the next Board of Directors meeting.
 - 3. All other expenses with supporting documentation must be submitted within thirty (30) days of the expenditure to be eligible for reimbursement (exceptions only with the approval of the State President).
- F. Bank Accounts for Special Funds

Separate bank accounts shall be maintained for the California BPW Education, Fund, Inc. A separate financial statement will be presented at the CFBPW Annual Conference.
- G. Establishment of New Special Funds

The establishment of new special funds shall be approved by the Board of Directors.
- H. Year End Financial Statements of as May 31

The Executive Committee shall be provided with the final copy of the internal year end financial statement as of May 31, and the final budget comparison of actual income and expense report on or before the Fall Board of Directors Meeting.

5. **Public Policy Conference (PPC)**

- A. Financing
 - 1. The PPC is financed by registration fees collected from each member who attends the conference.
 - 2. If held in conjunction with the CFBPW Fall Board meeting, the stipends of officers whose attendance is not required at PPC shall be taken totally as a Board expense.
 - 3. If held in conjunction with CFBPW Fall Board meeting, the stipends of officers/chairs whose attendance is required at both meetings will be divided equally between the two expense lines.

B. Site and Dates

1. The PPC is held annually in September or October; dates and site to be determined by the Executive Committee upon the recommendation of the Public Policy Chair.
2. In consideration of the financial needs of CFBPW, this Conference may be held in conjunction with Fall Board, but no earlier than September.
3. In selecting the site, consideration shall be given to adequacy of facilities, the cost of attendance to the members, and overall cost to the PPC.
4. In case of emergency, the Executive Committee may change the date and place of the Conference.

C. Budget

The PPC budget shall be prepared by the Public Policy Chair, the Treasurer and the Conference Coordinator, with the President serving ex-officio, and approved by the Executive Committee. (Budget is estimated on anticipated registration. The budget is usually set at 10% lower than the previous year's actual paid registration.)

D. Expenses shall include:

1. Site visit by the Public Policy Chair and the State Conference Coordinator, if required.
2. Meeting stipends of fifty dollars (\$50.00), all inclusive, for the following in person attendance: PPC Chair, Vice Chair Public Policy, three screening committee members and PPC Parliamentarian (if this is the biennial consideration of the Public Policy Statement).
3. Notice of complimentary meals for speakers or special guests are to be sent to the State Conference Coordinator. Any additions to this list must receive the prior approval of the State President.
4. All miscellaneous expenses, as budgeted, postage, printing, telephone, etc., of the chairs directly connected with the PPC shall be paid from the PPC income.
5. District Legislation Chairs attend PPC for the Public Policy Statement Committee meeting at the expense of the District.

6. Lifelong Leadership and Learning

The Lifelong Leadership and Learning program shall now be administered by NFBPWC.

7. Commercialism Policy

- A. The commercialism policy is established to protect the name and prestige of CFBPW from exploitation at any level – club, district, or state.
- B. The commercialism policy prohibits the use of the name of any specific unit of CFBPW (club, district, or state) or the use of the name and official title of any member or officer of club, district, or state in advertising or promotion of the sale of any manufactured product. This shall not be construed to prohibit the selling of any items without specific endorsement.
- C. The commercialism policy prohibits the use of the name of any specific unit of CFBPW (club, district, or state) or the use of the name and official title of any member or officer of a club, district or state in the endorsement of any business or commercial enterprise unless prior approval is obtained from the Board of Directors of CFBPW upon recommendation of the Executive Committee.
- D. Endorsements of any business or commercial enterprise shall be reviewed annually by the Executive Committee.
- E. Members of CFBPW may list their businesses on the State website (bpwcal.org) under the “Small Business” tab at no cost to the member. Artwork and information are to be

- sent to the State Small Business Chair and the Website Coordinator for posting.
- F. CFBPW prohibits the release of membership lists of CFBPW unless approved by the Board of Directors.
 - G. All non-BPW materials distributed to members must have approval of the Executive Committee.

8. Guidelines for Candidates for CFBPW State Elective Offices

- A. The Nominations Chair shall send nomination forms to the president of each Club in CFBPW with instructions for endorsements of candidates for State elective office no later than January 15.
- B. Requirements for Elective Office
 - 1. A Club sponsoring one of its members as a candidate for State elective office shall mail to the Nominations Chair postmarked not later than March 30:
 - a. The nominating forms showing the endorsement of the Club;
 - b. A summary, not exceeding two hundred (200) words of the candidate's qualifications, including name, club affiliation, occupation and office for which endorsed; and
 - c. A form which includes the candidate's signed consent to serve and a pledge to uphold the State Public Policy Statement .
 - 2. A CFBPW Member-at-Large or Student Member wishing to run for state elective office shall mail to the Nominating Chair postmarked not later than March 30:
 - a. The endorsement of the District in which the candidate resides to the Nomination Chair postmarked not later than March 30.
 - b. A summary, not exceeding two hundred (200) words of the candidate's qualifications, including name, occupation and office seeking; and
 - c. The candidate's signed consent to serve form, and a pledge to uphold the Public Policy Statement.
 - 3. In the event the Nominations Chair shall become a candidate for office, they must resign their position of Nominations Chair.
 - 4. A club endorsing one of its members for nomination from the floor at the Annual State Conference shall comply with all requirements as set forth in paragraph B above, except postmarked requirements. Qualifying papers for candidates nominated from the floor of the conference shall be in the hands of the Nominations Chair preceding the opening of the Annual Conference. The State Nominations Chair shall provide to the designated person, the names of every candidate for elective office whose papers are in order and a sample ballot containing the names of the candidates to be included with the Conference packet.
- C. Campaigning
 - 1. The State Nominations Chair will verify, upon completion of all nomination procedures, those candidates who are eligible to campaign.
 - 2. An open forum for candidates for State office is to be held during Conference prior to election. The procedure will be established by the Executive Committee.
 - 3. Each candidate shall be allowed three (3) minutes to make a presentation to the Conference body during the business session, prior to election.
 - 4. No campaign materials may be distributed at any State meeting prior to the Annual State Conference.
 - 5. During the Annual State Conference, campaigning will be permitted outside all

- meeting rooms only.
6. No campaigning will be permitted within 100 feet of the designated voting area.
 7. Candidates who have met all nomination criteria may submit a picture and a biographical sketch, not to exceed two hundred (200) words, for publication in the Spring Edition of the *California Woman* and the State Conference program.
- D. A copy of these guidelines will be mailed with the State Nomination Procedures.

9. Legal Advisor

- A. The legal advisor advises the Executive Committee and designated individuals on Legal matters not requiring an outside attorney. This advisor is responsible to the State President and should be available to answer legal questions at meetings of the State Board of Directors and at the State Conference.
- B. The Legal Advisor must be a CFBPW member and an attorney with experience in voluntary organizations. An understanding of CFBPW's goals and objectives is required.
- C. The Legal Advisor is not necessarily the CFBPW's attorney of record.

10. Exhibit Space at State Meetings

- A. Tabletop space will be made available to BPW members and non-members at CFBPW meetings, including State Conference, at a cost determined by the Executive Committee.
 1. Those purchasing exhibit space must coordinate their requests and space requirements with the State Conference Coordinator.
 2. Applications are to be made with the State Conference Coordinator no less than thirty (30) days in advance of the meeting.

11. CFBPW Endorsement of California State Legislative and Constitutional Elected Officials, Propositions and Legislative Program Procedures

Principles

- A. CFBPW may endorse candidates or issues which are in agreement with its Public Policy Statement.
- B. Endorsement will commit the members to work for the candidate or issue in their local communities, but no Federation funds will be committed to the candidate or issue.
- C. The Federation will not engage in fundraising for the candidate or issue.

Procedures

- A. The CFBPW Candidate Endorsement Committee shall be a committee of five (5) members, with one serving as chair, appointed by the State President with the approval of the Executive Committee to review applications for endorsement, and recommendations shall be made to the Executive Committee for ratification.
- B. After each primary election, an application for endorsement will be sent to each candidate for state constitutional office and state legislative office that a club or district has requested.
- C. A copy of the CFBPW Public Policy Statement, under which each application will be reviewed will be transmitted as well.

- D. Completed applications will be sent to a designated member of this committee who shall forward copies to the other committee members within 5 (five) days of its receipt.
- E. This committee shall review the submitted applications, past voting records of the applicants, and other applicable information. Applications shall be reviewed to determine if all requirements have been met, and that the application is complete.
- F. For State Legislative Offices, this committee shall seek input in this process from the club(s) in the area of the candidate's district through the district and club Public Policy Chairs and/or club Presidents. If no recommendation is forthcoming, the Committee shall not consider this as a negative or positive response.
- G. Committee members shall notify the committee chair of their decision to endorse or not endorse within ten (10) days of receipt of a copy of the application for endorsement.
- H. The Chair will advise the Public Policy Chair of the Committee's recommendation(s). Upon receipt of the recommendation(s), the Public Policy Chair will forward them to the Executive Committee for ratification of endorsement.
- I. This committee will not recommend endorsement of any candidate running against an incumbent with a good record of support for CFBPW issues, as included in the Public Policy Statement.
- J. Candidates for Constitutional Office (Governor, Secretary of State, Controller, etc.) shall follow all of the procedures outlined for legislative offices. However, only the recommendation of the Candidate Endorsement Committee is necessary for a recommendation to the Executive Committee.
- K. The final decision for all endorsements shall be made by the CFBPW Executive Committee.
- L. Candidates will be notified of the official endorsement by letter from the CFBPW President. Endorsements shall be posted on the CFBPW website and notification distributed to the membership.

CFBPW Endorsement Procedures for City and County Offices

- A. A club may endorse only at the local level for city and county elected offices.
- B. No money may go to the support of any candidate from the club treasury.
- C. If there is more than one BPW club in the candidate's district, all clubs in the district must agree to support the candidate.
- D. If a club endorses a candidate, the club may host an event for that candidate. Members and guests may give personal checks payable to the candidate's campaign fund. Make sure that no monies are deposited in the club bank account.
- E. Make sure that all candidates for an office are given the opportunity to request an endorsement by the club. Have procedures in place to ensure that the selection by the club is consistent for all city and county offices.

Propositions

- A. Propositions appearing on a ballot may be supported or opposed.
- B. The PP Committee and the Bill Screening Committee will review each proposition for consistency with the Public Policy Statement.
- C. The committee may recommend support or opposition to the Executive Committee
- D. The state president will notify the members within 10 days of their vote of the action taken and will have the information posted on the CFBPW website and other social media.

Public Policy/Program Guidelines for CFBPW Districts and Clubs

These are guidelines based on CFBPW being a non-partisan organization.

Programming for Speakers and/or Candidate Nights

- A. In inviting a candidate for any office, always invite all the candidates for that particular office, unless the candidate has received an official endorsement from CFBPW.
- B. Programming involving the issues on our Public Policy Statement and our objectives must be handled carefully. The items on the State Public Policy Statement have received approval of our membership. Therefore, do not invite a speaker with views opposite to our position on these issues.

Contacting Legislators on Issues

- A. Remember that we as members represent CFBPW in our letters/telephone calls/faxes and E-mails. If your views are DIFFERENT than what CFBPW has agreed upon or if it is an issue that is not in our Public Policy Statement, you may not contact the legislator as a representative of CFBPW.
- B. As members we may make our personal views known as long as CFBPW is not mentioned or represented.

12. Website Coordinator

- A. The person chosen as Website Coordinator shall:
 - 1. Be a CFBPW member.
 - 2. Have knowledge of website maintenance.
 - 3. Have good communication skills for providing clear, concise information on the site.
 - 4. Be available to keep the web site current.

B. Webpage Links Policy

From time-to-time companies and organizations request a reciprocal link on our website's Links and Affiliations area. Our policy is that generally only links from organizations who we support, or whose work supports the BPW Public Policy of promoting and supporting equity for California working women, will be considered. All requests will be considered on a case-by-case basis with this guideline in mind. Requests will be accepted or denied upon agreement by at least two of the three committee members (Committee is CFBPW President, CFBPW Public Policy Chair and CFBPW Website Coordinator).

13. Green Policy

CFBPW is committed to minimizing the environmental impact of its meetings by:

- A. Communicating our commitment to our stakeholders (attendees, exhibitors and meeting facilities).
- B. Maximizing electronic communications with exhibitors, speakers and attendees.
- C. Decreasing the amount of solid waste produced by the event through reducing, reusing and recycling.
- D. Reducing energy and water consumption at the event.
- E. Minimizing or offsetting harmful emissions resulting from transportation and energy.
- F. Disposing of solid waste in an environmentally responsible manner.

Revised May 2025