

# BOARD MEETING BASICS

No More Meetings That Should Have Been an Email

# Best Practices

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- Call for agenda items
- Establish a consistent agenda/order of operations for all meetings
  - ▣ Explain your process to new board members
- Dedicate one of your board members as the presidential support
  - ▣ Outline who this in your bylaws
  - ▣ This person would serve as a resource to the chair, to assist the chair in the conduct of the meeting—helping with RR & following bylaws.

# Take Good Minutes

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- ❑ Date and time of the meeting
- ❑ Names of the meeting participants and those unable to attend (e.g., “regrets”)
- ❑ Acceptance or corrections/amendments to previous meeting minutes
- ❑ Decisions made about each agenda item, for example:
- ❑ Actions taken or agreed to be taken
- ❑ Next steps
- ❑ Voting outcomes – e.g., (if necessary, details regarding who made motions; who seconded and approved or via show of hands, etc.)
- ❑ Motions taken or rejected
- ❑ Items to be held over
- ❑ New business
- ❑ Next meeting date and time

# Tip for Minutes & Your meeting

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## Discussion and disagreement?

Are you voting on something that the board is divided on?

**We need to change the conversation from voting to make a decision to discussion and reaching consensus.**

briefly elaborate on the consensus **When a consensus is reached**, that was reached and any details indicating what essential needs, requirements or considerations were involved in this process to give context to why that particular consensus was reached.



# Recommendations for Organizing Your Meetings:

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- Predetermine meeting dates and times, make these consistent
- Establish protocol for absent & tardy board members
- Committee chair attendance and reporting structure
- Ensure that before the meeting concludes, any expectations for the next meeting are detailed in the minutes

# Officer Reports

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- Officer reports should not be your entire meeting— if your meeting only consists of updates, you aren't taking advantage of the time you have together! Instead use your time to collaborate, discuss strategy, and how your board is meeting your members' needs.
- Establish a date before your meeting that all reports are due for a consent agenda
  - Disseminate all reports out via email for review before your meeting

# Officer Consent Agenda

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- Put all reports in or as an attachment to the meeting agenda.
- List of reports and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
- At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
- If any member requests that an item be removed from the consent agenda, **it must be removed.**
  - Members may request that an item be removed for any reason.

# Officer Consent Agenda

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- Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
- When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: “If there is no objection, these items will be adopted.”
- After pausing for any objections, the chair states “As there are no objections, these items are adopted.” It is not necessary to ask for a show of hands.
- When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.



# Agenda

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- Call to order
- Roll call
- Reading of last meeting's minutes & approval (and consent agenda)
- Old Business
- New Business
- Announcements
- Special reports & Guests
- Officer Reports (if not in consent agenda)
- Committee Reports
- Adjourn

# Making a Motion

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- Member obtains recognition by the chair
- Member states the motion (in favor)
- Another seconds the motion when required
- Chair restates the motion for the assembly
- The motion is debated
- A vote is taken
- The Chair announces the result of the vote

# Voting

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- Bylaws Makes exceptions to quorum (which is defined as more than half of active membership)
- Majority = more than half of those voting
- 2/3 Majority: 2/3 or more of those voting
- Chair may vote only to make or break a tie vote

# Bylaws

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- Outline your component's rules of governing your organization's internal
- These should be accessible for reference at any given time

# Want to Make Less Formal

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- ❑ Members are not required to obtain the floor
- ❑ Motions need not be seconded.
- ❑ There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained (unless the group has adopted a rule to the contrary).
- ❑ Subject to rule or custom within the particular group, the chair usually can make motions and usually votes on all questions.