

October 23, 2022

ISNB Members Quarterly Meeting Norms

Purpose: Islamic Society of Northern Baltimore (ISNB) Members Quarterly Meeting Norms to make meeting efficient and effective.

1. Agenda of the meeting will be published two weeks prior to the meeting and sent out in an email for input by the General Secretary of the council.
2. Council will determine the final agenda according to pertinent issues and the allotted time.
3. Council will present progress and status on the pertinent issues for ISNB for the period since the last meeting.
4. Meeting time is typically 11:00 am to 12:00 pm on a Sunday, though may be extended or moved by decision of the council.
 - a. ~40 minutes for updates
 - b. ~20 minutes Q&A
5. Members may ask questions at the end of council's presentation.
6. All members need to be respectful of each other, questions and comments should be constructive, there should not be any personal attacks.
7. The meeting will be facilitated by the General Secretary of the council and will provide the Q&A opportunity. Members must be respectful and only ask questions when granted the floor by the facilitator.
8. As time is limited, members may be limited to the number of questions they may ask. If more discussion is warranted on a topic, further discussion may take place at another meeting or in a smaller group after the meeting.
9. Future Meetings: 3rd Sunday of January/April/July/October. Date can be adjusted if there are scheduling conflicts between this meeting and other events.

Notes:

1. Members are encouraged to engage with the BOD/Council throughout the year and not hold their ideas for the meeting only.
2. The General Secretary should be mindful of the remaining time and items in the meeting and respectful of all the attendees' time. If one member is taking up too much time with their questions, follow up can be done later.
3. If an answer to a question is unknown or needs further investigation, that should be expressed to the member asking the question with a plan to update them with the information if appropriate.