

Running an Effective Meeting

An effective board should establish working meeting rules - altering them to be efficient, enforcing them when necessary - and develop good business meeting habits. These rules are meant to make the meeting expedient. Use or amend these to your requirements.

1. "Call to Order" should always be on time if a board member quorum is present. Some form of parliamentary procedure such as Robert's Rules of Order should be used for regular meetings of the board and must be used for meetings of the members.
2. It will be the responsibility of every member of the board to review the issues prior to the meeting and contact staff or management with questions in advance.
3. All officer and committee reports will be provided in writing to management in time to be presented to the board in the board member packet.
4. Secretary will not read minutes aloud. Secretary will make a motion to accept minutes (with or without corrections). A second motion is made and then corrections are provided. No grammatical or spelling corrections need be addressed at the meeting.
5. There may be general discussion regarding a topic for a brief period of time (no more than 5-10 minutes) before the chair will require a motion from the board be made for further discussion.
6. In order to discuss an issue prior to a vote, parliamentary procedure requires a motion to be made and seconded. Only then should the board member speak to the issue, starting with the member making the motion.
7. The Chair should always re-state the motion prior to debate and again when calling for the vote.
8. The Chair will give opportunity for debate to all board members equally (no more than twice) and no member will interrupt another. Chair will be responsible to see that one board member is not given more time than others are, and one person's opinion is not presented in a way to "bully" the others into the decision.
9. When all points have been heard from all board members, the chair will "call for the vote."
10. Voice votes will be taken from all board members. Abstaining is no vote at all; it is not a "NO" vote.
11. A majority vote is required to end debate, limit debate or extend debate on an issue.
12. A majority vote is required to table an issue.
13. Chair will require the discussion/debate be limited to the merits of the motion. Comments not germane to the topic will be considered out of order and not discussed.

14. Only the board member making the motion may amend the motion.
15. Chair will keep control of the meeting at all times. No homeowners or guests will be permitted to enter discussions except as called upon by the chair and only when they have been introduced as a party to or authority on the issue under discussion by the board.
16. It is the duty of all board members to participate in the vote. Board members have the right to abstain and should recuse themselves from the vote if there is a personal conflict of interest involved. Each board member should take a position on the motion.
17. Point of Order: Ask to be recognized by the chair or raise your hand. Chair will ask, by name, for the board member to speak.
18. Motions will relate to action to be taken.
19. Additional options to consider:
 - o Setting policies
 - o Changes or making exceptions to policies
 - o Adopting and changing procedures
 - o Entering into contracts
 - o Spending or allocating money
 - o Appointing committee members
 - o Approving corporate activities (i.e. minutes)
 - o Accepting recommendations of committees
 - o Accepting financial statements
20. A consent calendar is useful to handle routine matters. Management will prepare the consent calendar citing issues where general consent is expected. Any issue a member of the board wishes removed from the consent calendar for debate will be brought up under "Unfinished Business" or "New Business" as appropriate.

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