

Proposed Board Meeting Process

Preparation

- To prepare properly, as many items as possible must be discussed either in writing (email) or verbally, prior to the meeting.
- No issue should be raised that is not part of the agenda.
- The agenda should be in each Board member's hands 3 to 5 days prior to the meeting.
- A Board member wanting an issue discussed should supply all pertinent information prior to the agenda publication and distribution.
- Board members are not obligated to speak on each issue raised.
- **Board meetings are used for decision making.**

Board Meeting Conduct

Agendas

- A method needs to be found to keep the meetings on time and focused.
- Roberts Rules may be used merely as a guideline to an effective meeting and decision making process.
- No discussion should take place without a motion and a second being made.
- Time is our most valuable asset and should be viewed as a gift that Board members give to the community.
- Discussion is not an unlimited forum for members to express their opinions.
- The President has the power to limit discussion on any topic by announcing that the discussion will be limited to one round of comments from each Board member (so it is imperative that all pertinent information be distributed and discussed verbally or in writing before the meeting – see Preparation above.)
- The President is responsible to see that discussion should never be allowed to wander off the topic at hand.
- Implement the use of a “timed agenda”. A timed agenda simply lays out the approximate length of the meeting and the time allotted to each report or item of discussion.
- The President should always come to the meeting with a gavel.
- The President should appoint an official time keeper.
- There is **always** a reason to celebrate at the end of a meeting. Ending on a high note is one of the most important responsibilities of the Board.

Homeowner Input

- Time allotted for homeowner input should be reasonable.
- The Board should establish a Homeowner Forum immediately after the call to order.
- The Board should take notes, listen carefully, and respond only (and then very briefly) if a direct question is asked.
- The appropriate response by the President to a new issue raised is “Thank you for bringing this to our attention. We will consider it between now and the next Board meeting and will take appropriate action in accordance with our authority under the governing documents of the association. We will keep you informed of the progress and may ask for your input and advice if it looks like we will be voting on this issue at the next meeting.”
- The President should thank the homeowners for attending the Forum and invite them to stay and watch the balance of the meeting. (the article recommends that only the Board participate in the balance of the meeting.)
- Thank the homeowners for coming, sound the gavel and move to the next agenda item.

Change Implementation

- Changes in meeting operation should be published in the newsletter and in handouts prior to the meeting with an explanation of why they are necessary.
 - Time commitment of the Board
 - Eliminate a do-nothing reputation and the need to make quick and informed decisions
 - Fiduciary obligation to operate in a business-like manner
- When questions are raised, they can be dealt with logically.

Starting the Process

- Timed agendas are the most effective way to hold an efficient meeting.
- The first time we use a timed agenda, we will probably not conclude half the items.
- The Board **must** be prepared to table the rest of the items to the next meeting or call a special meeting to conclude the business on the agenda.
- It is extremely important that the first meeting of a timed agenda end on time.
- The second and third meetings will accomplish more and more while we learn the process and get comfortable with it.