

MEETINGS OF THE BOARD OF TRUSTEES

Adopted: March 2010

Revised: May 2025

Last Reviewed: May 2025

The board meets once a month, usually on the third Thursday, and begins at 6:30 p.m. A task-oriented approach is employed where members or groups of members take ownership for specific tasks or projects to enhance efficiency and accountability.

Role of Board President

The board president is responsible for facilitating effective meetings. Meetings should begin with a review of the agenda to ensure adequate time for discussion and adjustments if necessary. A well-managed meeting maintains an appropriate pace, allowing for thorough discussion while ensuring that conversations remain focused and decisions are reached efficiently. The president is also responsible for:

- Preventing any one member from dominating discussions.
- Encouraging participation from all members.
- Ensuring accountability for follow-through on decisions.

Meeting Ground Rules

To maintain order and productivity, all meetings will adhere to the following principles:

- Start on time.
- Come prepared and ready to contribute.
- Listen respectfully without interruption.
- Consider and respect different perspectives.
- Question assumptions constructively.
- Make decisions based on clear and accurate information.
- Clearly identify action items resulting from decisions.
- Conclude discussions with decisive outcomes.
- Maintain professionalism and respect.
- Ensure 100% confidentiality when required.
- Focus on addressing issues rather than personal conflicts.
- Record all decisions and action items in the meeting minutes.

Meetings and Agendas

The board president and secretary are responsible for setting the agenda. Meeting minutes are recorded and approved by the board in accordance with the Open Meetings Act.

In order that trustees are well prepared, meeting materials—including the agenda, previous meeting minutes, financial reports, the director's report, and the president's report—are distributed via email prior to the meeting. Trustees are expected to:

- Review all materials in advance.
- Be familiar with the activities of their assigned committees.

- Attend meetings regularly. If unable to attend, the board president or vice president must be notified in advance.

Meeting Procedures

1. Monthly meeting dates will be set and publicly posted at the beginning of each calendar year in compliance with state regulations.
2. The order of business for regular meetings will include:
 - Call to Order, Pledge of Allegiance, Roll Call
 - Additions or Corrections to Agenda
 - Public Comment
 - Approval of Previous Meeting Minutes
 - President's Report
 - Treasurer's Report
 - Director's Report
 - Task Reports
 - Unfinished Business
 - New Business
 - Scheduling of Future Meetings
 - Adjournment
3. Special meetings may be called by the president, secretary, or at the request of four board members. Notices will be posted at least 48 hours in advance. All meetings will adhere to the Open Meetings Act. Votes will be recorded via roll call, and absentees or abstentions will be noted but not counted toward the vote outcome.
4. The minutes of all regular and special meetings will undergo an annual audit conducted by two board members, (excluding the secretary), appointed by the president. The audit report will be filed no later than 90 days following the close of the fiscal year.
5. A quorum consists of a majority of trustees (four members). Decisions require a majority vote of members present. Motions or actions will not be taken without a quorum.
6. The bylaws may be amended by the majority vote of all members of the board, provided written notice of the approved amendment be given to all members at least ten days prior to the meeting at which such action is proposed to be taken. Amendments require a majority vote of all board members. Written notice of proposed amendments must be provided at least ten days before the vote.
7. The board will not make motions or take action without a quorum present.
8. All meetings shall be conducted according to Robert's Rules of Order.

Public Participation and Petitions

Members of the public are invited to address the board during designated public comment periods, subject to the following guidelines:

1. Sign in on the Public Comment form.
2. Speak only when recognized by the board president and at the appropriate time.
3. Identify yourself and keep remarks brief (typically 3-5 minutes). Extended time may be granted with prior approval.
4. Respect time constraints to allow for maximum participation.
5. Conduct yourself with professionalism and adhere to board policies.

The board president reserves the right to conclude public comments if necessary. Petitions and written correspondence will be formally presented at the next board meeting.

/jlo 6/02/25

ROBERTS RULES OF ORDER MOTIONS CHART

Purpose	You Say	Interrupt?	2 ND ?	Debate?	Amend?	Vote?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that (or "to")...	No	Yes	Yes	Yes	Majority
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None
Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	2/3 Majority with notice
Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority