

BOARD MEETINGS/

*Strategy for effective and organized
community association board meetings.*



STAY FOCUSED IN BOARD MEETINGS

BOARD MEETINGS PURPOSE/

Board meetings are a source of policy decisions that:



- Impact the quality of life in the community
- Enhance the overall value of the assets commonly held and individually owned
- Set the boundaries within which management will function
- Transact the day-to-day business of the Association

BOARD MEETINGS DECISION MAKING/

There are three areas of Board decision making that are related to the three functions of a Community Association Board of Directors:

1) BUSINESS As volunteer leaders responsible for a CA's business affairs, a board must:

- Monitor administrative, financial and property maintenance matters for the purpose of preserving and enhancing the community.

2) GOVERNANCE As volunteer leaders responsible for governing an organization, a board must:

- Enforce the community's governing documents
- Adopt and enforce rules for governing the community
- Decide issues of policy for the owners in the community

3) COMMUNITY As volunteer leaders of a community, a board must:

- Promote harmony through service programs and regular communication with owners
- Attempt to settle conflicts
- Hear appeals of committee and management decisions that are protested by individuals or groups of owners

BOARD MEETINGS DECISION MAKING/



FOUR ASPECTS OF BOARD MEETINGS THAT CONTRIBUTE TO EFFECTIVE DECISION MAKING

- 1) *Focus*
- 2) *Preparation*
- 3) *Conduct*
- 4) *Manager's Role*



BOARD MEETINGS FOCUS/



BOARD MEETINGS SHOULD ALWAYS FOCUS ON:

- ✓ The decisions to be made during the meeting
- ✓ The presentation of possible solutions
- ✓ The setting of new priorities that become the next meeting's agenda items
- ✓ The Board meeting should always focus on clear expectations and action lists

BOARD MEETINGS FOCUS/



AN EFFICIENT BOARD MEETING IS ONE THAT IS KEPT MOVING AND STAYS ON POINT

❖ **AGENDA**

During a meeting, a presiding officer can appeal to the agenda as a way to keep a group moving and focused on decision making.

❖ **ALTERNATIVES**

Offer alternatives when discussions stall – such as offering to table a motion until the next meeting to allow time for additional information gathering.

❖ **TIME**

Meetings that run more than two hours often degenerate into unproductive effort.

❖ **CONSISTENCY**

Use past Board actions in decision making to avoid being accused of prejudice or unfairness.

BOARD MEETINGS CONDUCT/



ELEMENTS OF A MEETING THAT CONTRIBUTE TO EFFECTIVE DECISION MAKING

- ✓ Basic principals of parliamentary procedure
- ✓ Establishing a quorum
- ✓ The use of motions
- ✓ The role of the presiding officer
- ✓ Proper behavior during debate
- ✓ Closed sessions
- ✓ Recording minutes for meetings
- ✓ Action item lists



BOARD MEETINGS CONDUCT/



PARLIAMENTARY PROCEDURE RECOGNIZES A FEW BASIC PRINCIPLES OF CONDUCT FOR EVERY MEETING.

❖ **ORDER**

A board should consider one item of business at a time.

❖ **COURTESY**

The rights of the individual should be respected and protected.

❖ **MAJORITY RULE**

The will of the majority should decide issues.



❖ **PROTECTION OF RIGHTS**

The rights of the minority should be protected.

❖ **JUSTICE**

Everyone is entitled to a fair hearing of his or her position.

BOARD MEETINGS ROBERTS RULES OF ORDER/



WHAT SHOULD YOU KNOW?

- ✓ Order of business
- ✓ What is a motion?
- ✓ Do all meetings need to be formal?
- ✓ What are minutes?
- ✓ What can the membership bring before the Board?

BOARD MEETINGS CONDUCT



VOTING BY EMAIL

- ✓ Must be unanimous by all Board Members.
- ✓ Should be ratified at the next meeting.

What happens if you can't get a consensus?

What is practical?

MEMBERSHIP MEETINGS PREPARATION/

ADEQUATE PREPARATION FOR A BOARD OF DIRECTORS MEETING INCLUDES:

- ✓ Conforming to legal requirements for board meetings including quorum requirements
- ✓ Preparing for decision making
- ✓ Distributing a notice of meeting, agenda, and supporting materials
- ✓ Selecting and preparing a meeting site



MEMBERSHIP MEETINGS PREPARATION/

ADEQUATE PREPARATION AVOIDS DELAYS IN GOVERNANCE OF TIME SENSITIVE ISSUES:

LEGAL REQUIREMENTS

Be familiar with your community's governing documents concerning:

- Frequency of meetings
- Notice of meetings
- Voting
- When meetings should be open/closed

DECISION MAKING

Think of a board meeting as the end of a decision-making process, not the beginning.

- Read/gather supporting materials for the agenda items to be discussed prior to the scheduled meeting.

NOTICE OF MEETING

A notice/reminder of meeting should be sent in writing to board members more than a week before a meeting.

HINT: Set up an annual calendar of board meetings at a fixed time and place.

MEETING PLACE

Avoid meetings in homes of board members. The space will not always be adequate. Nor is a board member's home a public and neutral site that will encourage owner's attendance.