



## **MASTER GARDENER FOUNDATION OF KITSAP COUNTY BOARD MEETING MANAGEMENT POLICY**

### **POLICY**

The conducting of Foundation Board meetings, and other meetings, in a consistent and efficient manner is essential to a well run organization. This policy establishes guidelines and procedures for the conducting of Board meetings, including the organizational process and order of business.

### **GUIDELINES**

All Board meetings will be conducted by the President.

In the event of the President's absence the Vice-President will conduct the meeting.

All meetings shall be conducted consistent, in so far as possible, with Robert's Rules of Order Newly Revised.

All Board meetings will be limited to two hours in length.

### **PROCEDURES**

#### President

The President will create a preliminary agenda and distribute it to the membership at least one week prior to the scheduled meeting. At this time the President will solicit input from members as to changes and additions to the agenda. See Exhibit for sample meeting agenda.

The President will provide the written agenda to all those attending before opening the meeting.

Time estimates of major meeting sections will be indicated on the agenda.

After calling the meeting to order, the President will welcome all attending and solicit additional items to the agenda.

The President is responsible for the orderly and timely conduct of the meeting.

#### Secretary

Minutes will be created identifying:

- Attendance
- Call to Order Time
- Reports Summaries
- Action Items:

Motion made:

By whom

Seconded by whom

Discussion held

Decision

The Secretary will provide printed minutes of the previous meeting for members to read prior to the opening of the current meeting.

The minutes will not be read during the meeting.

Corrections or additions to the minutes will be asked for, followed by the approval by the Board of the corrected minutes.

#### Treasurer

The Treasurer will provide a written treasury report to all members prior to the opening of the meeting.

The Treasurer will give an oral treasury report, summarizing the written report, during the reports and announcements section of the meeting.

#### Additional Reports

Reports will be submitted in writing as well as verbally to assist the Secretary. They require no decisions. Items of business resulting from reports will be moved to unfinished or new business for motions and discussion.

#### Business Section

It is during the business section of the meeting that the Board hears proposals from Board members as well as other Foundation members in attendance. These proposals often require a vote from the Board for approval or denial. The proposals will be handled in the following manner:

- A member makes a proposal to the Board.
- A Board member makes a motion for a specific decision.
- That motion is seconded by another Board member.
- Discussion of the proposal between Board members and other Foundation members in attendance follows.
- Following the discussion several things can happen:
  - A. The Board can vote on the proposal
  - B. The original motion may be amended or a new motion made and then voted on.
  - C. The proposal can be tabled and brought up for discussion and possible vote at a future meeting.

#### Unfinished Business

Topics carried over from previous meetings.

#### New Business

Topics added to agenda after previous meeting and/or during present meeting.

This policy will be reviewed and, if necessary, revised by the Board every four years.

#### EXHIBIT

Sample meeting agenda