



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 for Small Boards.
- 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 Directors prior to the scheduled meeting. The President will solicit input from the Directors as to changes and additions to the 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:
 1. • Attendance
 2. • Call to Order Time
 3. • Reports Summaries
 4. • Action Items as per Robert's Rules of Order Newly Revised for Small Boards.
- The Secretary will provide printed minutes of the previous meeting for Directors to read prior to the opening of the meeting.
- The minutes will not be read during the meeting.
- Corrections or additions to the minutes will be asked for, followed by approval of the Board.

Treasurer

- The Treasurer will provide a written treasury report to all Directors 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 the Directors as well as other Master Gardeners 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. • A proposal is made to the Board.
- B. • A Director makes a motion for a specific decision.
- C. • Discussion of the proposal between Directors and others in attendance follows.
- D. • Following the discussion several things can happen:

Unfinished Business

Topics carried over from previous meetings.

New Business

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

EXHIBIT

Sample meeting agenda