

Policy Governance Meeting Framework

INTRODUCTION:

A meeting policy describes the parameters for chairing meetings, format of meetings, and agenda development.

This policy covers Cultural Crossroads Board of Directors meetings and Cultural Crossroads committee meetings.

PURPOSE:

A meeting policy can support effective meetings of Cultural Crossroads and encourage full participation. Effective meetings ensure the smooth governance and operation of. This policy establishes guidelines to ensure consistency and to enable all members of the meeting to fully participate.

The usual purposes of meetings are to:

Make decisions

Set policy

Solve problems

Provide operational oversight

Ensure accountability

Definitions

Chair: The person who presides over the meeting and fulfills the duties as described below.

Consent Agenda: To maximize meeting time and to move business along, a consent agenda contains routine or uncontroversial matters that do not require discussion and can be voted/approved in one motion. Should a question arise about an item on the consent agenda a meeting participant may ask for this to be 'lifted' for discussion at the meeting. The item would then be added to the meeting agenda.

Executive Session: While transparency is important for the work of any board, there may be times when a portion of the meeting is conducted in privacy or 'executive session'. The minutes and business of this portion is recorded and kept separately from the meeting minutes. Non Board members may be asked to leave the meeting during an executive session. A motion must be presented to move the meeting to executive session, and out of executive session.

Quorum: A majority is greater than 50% on any given Board or Council shall form a quorum for the transaction of business. (Quorum for Annual & Quarterly meetings of the members is defined in Cultural Crossroads By-Laws.)

Rules of Order: Rules of Order ensure that meetings run effectively and fairly, ideas are discussed and debated, and important business is documented. The level of formality in use of rules of order can vary from board to board. The BOD refers to Roberts Rules of Order when needed.

PROCEDURES:

Chairing the meeting: The President of the organization shall preside over all meetings of the members of the organization, the Board of Directors and the Executive Committee. During the absence or inability of the President, these duties and powers may be exercised by the Vice-President. In the event the President and Vice-President are absent or unable to preside, the members of the body present, provided a quorum is present, may elect or appoint another to preside.

During meetings, the chair should:

Encourage participation by all board members.

Allow time for all views and sides of an issue to be heard and discussed before a vote.

Ensure members understand the discussions and terms of an issue by asking for clarification when necessary.

Summarize discussions before voting or moving on to the next item.

Keep the meeting on schedule by adhering to the agenda and keeping board members on topic.

Manage conflicts that arise during the meeting.

Ensure decisions are made clearly and explicitly (by vote or consensus) so that there is no room left for misunderstanding or misinterpretation.

Read or call for motions, call for votes on an issue, ensure votes are counted and recorded in the minutes (if required).

Ensure that the recorder of minutes reflects attendance, motions and votes.

Here are the essential rules of order for quarterly meetings:

1. Agenda: meetings will follow the agenda as printed the day of the meeting.

A board member who wishes to add an item to the agenda or to be provided with additional information should contact the Executive Director or President in advance, or may put forth an item at the time of the meeting. Additions to the agenda must follow the voting procedure outlined in this document.

- a. The following components should be included:
 - I. Call to Order
 - II. Approval of the Agenda
 - III. Approval of the Minutes
 - IV. Reports
 - i. A. Executive Director
 - ii. B.
 - iii. C.
 - iv. D.
 - v. E.
 - V. Old Business
 - i. A.
 - ii. B.
 - VI. New Business
 - i. A.
 - VII. Comments and Announcements
 - VIII. Adjournment
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2. Decisions will be made through a simple majority as stated by the by-laws following the below format (modeled after Robert's Rules of Order.)
 - a. Motions: Motions ensure that any business or actions that are important are put forth for discussion and decision and are recorded in the minutes. A Motion requires a mover and seconder. Moving and seconding a motion puts the business on the table for discussion. This does not mean the mover/seconder are endorsing the particular item.
 - b. Obtaining 'the floor': the chair will acknowledge members who raise their hand to participate. This process is helpful and orderly when multiple members wish to comment on an item.
 - c. All members of the meeting should have the opportunity to comment before the discussion closes
 - d. Vote on a motion: After debate/discussion usually a show of hands for yes/no or a statement of abstention at which point the motion is carried or defeated.

3. The board may move into executive session and ask attendees to leave if deemed necessary by the President or any member of the Board of Directors.
4. Minutes: Minutes reflect the intent of an action item without providing all the discussion details. Minutes are legal documents of Cultural Crossroads of Minden, and should be recorded in a manner to be read in the future and by people who may not have been present at the meeting. While it's important that all motions, decisions and action items are recorded, it's equally important that there be some context to how the decisions were made. Minutes of board meetings shall be recorded and maintained by the Secretary.
 - a. At a minimum, minutes need to include:
 - i. The date and location of the meeting
 - ii. Members who were present for voting
 - iii. Motions put forth, the mover and seconder
 - iv. Amendments to motions
 - v. The outcome of the motion (carried or not) and may include upon demand, record of the vote including dissenters and those who voted in abstention or by proxy.