

MINUTES OF EXECUTIVE MEETING
AUGUST 29, 2001

- Put out new Bylaws
- Change quorum requirement to 20% of the membership for a quorum
 - Common number
 - Majority present to pass

Robert's Rules of Order

Board is on dais in front of the membership (separate from audience)

Board introduces all business

All business must be on the agenda

Only agenda business can be discussed

Board votes on all matters except rule changes and officers

If a committee wishes to propose an action: Chair attends the meeting and proposes a
Written report for the Board to discuss; make a motion, second, vote yes/no

Members can try to sway the Board pro or con

During the meeting – speaker slips must be used for the membership to address any issues.

20% is enough signatures for a special meeting to be called for a resolution to a matter that
the Board has voted on for more consideration.

The entire body of the membership must vote resolutions

Past President is on the Board and has voting privileges
Board of 8 requires 5 for quorum

Executive Board is made up of President, Vice President, Secretary and Treasurer

Parliamentary Procedure

Gavel used to conduct meeting

Secretary notes attendance of the Board

Third absence can be reason for removal of Board member (rarely occurs)

President can conduct the agenda business in any order

“Order set by the President”

“Any additions or corrections to the minutes” (verbiage for meeting)

Agenda

President Report

Vice President Report

Secretary Report
Treasurer Report
Member at Large Report

Committee Reports
Bylaws
Fundraising
Grievance
Legislative
Membership
Nominations
PDC
Publication

Old Business
New Business

Speaker slips will be used for membership to express concerns, pros, cons, etc. with a time limit (5 minutes)

- More orderly – speak when President recognizes you
- Spelling of names for Secretary and minutes

on the agenda
Opposed
In favor of

When speaking – “Madame Chairman, name”
“Madame Chairman, respond”

Any discussion is from the Board
Board can call up anyone to respond

Treasurer’s report- filed for audit; motion to accept is not needed

Building an agenda

Secretary formalizes agenda after President gets input of any item Board wants to include on the agenda.

Anything not discussed is old business for the next meeting

“Item # _____ discussion only, no action will be taken” (verbiage)

Board can’t vote until full membership is present

Suggestion – each meeting have an expert come in - workshop after the meeting

Minutes – only Executive Board gets meeting minutes prior to general meeting
(P.S. not sure have this one right?)

Point of order – used to keep on track, dealing with rules

Anything on the agenda must be 14 days prior to general meeting

Board votes on the budget

New Business – Board introduces new business; for discussion only, no voting

Reconsideration – same day an action fails (voted no – prevailing side must be addressed the next meeting) (P.S. again may need clarification on this)

Next Board Meeting: September 5, 2001 6pm Az Center Food Court