

## LOCAL CLUB BOARD POINTERS

As leaders of Desk and Derrick, you are familiar with *Robert's Rules of Order Newly Revised (RONR)* Club Bylaws, and officers and committee procedures. You should have a copy of the latest ADDC Bylaws and Standing Rules, but you may not realize that there are specialized rules governing the proceedings of boards and committees. Provisions pertinent to your club are to be found in your Club Bylaws, or specific documents such as Officer Qualifications, Board Procedures, and Committee requirements.

A board is a representative group composed of members as specified in the bylaws. It is small and flexible enough to handle business delegated to it by the Bylaws or the club, so that the club meetings may be dedicated to the program or other matters. Robert's states, "In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business." For this reason, specialized procedures for boards and committees have been developed.

1. Members are not required to rise or obtain the floor before making motions or speaking.
2. There is no time limit to the number of times a member can speak to a question. However, motions to close or limit debate, including motions to limit the number of times a member can speak to a question, are in order even in meetings of a small board but not meetings of a committee. (RONR §49)
3. Informal discussion of a subject without a motion is permitted while no business is pending. Note: It is advisable that a time limit be set for any informal discussion.
4. Motions need not be seconded.
5. When a proposal is perfectly clear to all present, a vote can be taken without a motion having been made. However, unless agreed to by general consent, a vote must be taken on all proposed board actions.
6. The chairman need not rise in putting questions to vote.
7. The chairman can speak in discussion without rising or leaving the chair, and may make motions, debate and vote on all questions with. Refer to *RONR*, page 488, concerning the motion to appeal.
8. The board cannot modify action of the superior body (the club or the Association), but a superior body may modify action of the club or board.
9. Members of the club have the right to appear at board meetings to present their views, however if the board goes into executive session no one has the right to be present except members of the board. Note: It is advisable to include restrictions for attendance during board meetings in the bylaws so there will be no misunderstanding.
10. The minutes of the board are open only to board members unless the board grants permission to a member to inspect them or unless the club, by a 2/3 vote, orders the board minutes to be produced and read to the membership.
11. Board members should be extremely careful not to discuss matters taken up during a board meeting indiscriminately with non-board members.
12. Action taken by the board by via telephone or electronic mail (e-mail) must be provided for in the bylaws, and must be ratified by a majority vote at a meeting of the board.

13. According to *RONR*, board contacts are advisors to the committees to which they are assigned, but their rights depend on their specific club bylaws. Regardless of their status as a member of a committee, they should be invited and should attend meetings of the committee.
14. Prepare yourself for informed participation in all board decisions by reading in advance the minutes, the agenda, and all other material sent to you.
15. Speak up if you object to something! By remaining silent, you lose your right to criticize after the matter is decided.
16. Do your own thing! Do not try to get another board member to do what you do not have the nerve to do, such as voicing an objection or making a motion.
17. Be on time for meetings. If you cannot be present, call the president before the meeting so that he/she will not be expecting you and can make plans, if necessary, for your absence.
18. Plan to stay until the end. Total board responsibility demands that all board members take part in every decision.
19. Know the duty sheets of the committees for which you serve as board contact. If the committee feels they are impractical or do not cover necessary duties, bring this to the attention of the board so that the duty sheets can reflect current needs and practices of the club.
20. Keep informed. Board contacts should check with their assigned committees at least 24 hours before every board meeting and advise you, the president, if the committee has an item that should be on the agenda for the meeting.
21. Be prepared to present to the board all decisions a committee has made. Discuss problems encountered in getting a job done or reactions of members to a project.
22. Avoid private conversations with those near you during board discussions. Grant the person who has the floor the same consideration you expect when you have the floor.