

Book of Governance
Regency at Providence Community Association, Inc.,
Board of Directors
2021
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Book of Governance

Regency at Providence Community Association, Inc.,

Board of Directors

Article 1- Introduction

Section 101 Introduction

This document contains the Association’s policies, procedures and guiding principles that have been developed to guide the Board in accomplishing its day-to-day duties. Because of its nature it is intended to be a “work in progress” because it will continue to grow and be modified as time passes.

This Book of Governance is a tool that guides the actions and decisions of the current leadership, and it provides a foundation for future leaders to build on.

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Article 2 - Mission of The Regency at Providence Community Association Board

Section 201 Mission

Per the Association’s Bylaws, “*The purpose of the Association is to manage the Community and maintain, repair and replace the Common Facilities...*”. The Bylaws also state that “*The Executive Board shall have and exercise all powers and duties necessary for the proper administration of the affairs of the Association.*” This has been interpreted to mean that the mission of the Board is:

- To maintain, protect and enhance the value of the homes and the quality of life of our residential community.
- Preserve the Common Property.
- Provide services and meet the obligations of governance and management as mandated by the Declaration, Bylaw, and provide any additional services deemed beneficial to the community.
- Formulate Rules and Regulations consistent with the above as needed to sustain healthy community relationships.

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Article 3- Board Policies

Section 301 Definition of Policy

A “Policy” is defined as anything that expresses a “Value or Perspective that causes Actions.” The purpose of these official policies is to provide a clear statement of what we (the members and the leadership) are about; what are our standards, and what we value. This provides a means to communicate, organize and focus the resources of the Association.

Section 302 Delegation

The Board may rely upon individuals who have demonstrated skills unique to the conduct of a particular activity.

An assignment by the Board does not transfer liability or responsibility from the Board. No system of governance may allow the Director(s) to escape responsibility, since the members of the Board owe a Duty of Loyalty and Duty of Care to the membership.

The delegation function requires the clear statement of objectives, follow-up during the process, and evaluation after the completion of ALL Board delegated tasks.

Section 303 Committees Serve at the Pleasure and Direction of the Board

The duty of a committee is to perform tasks at the direction of the Board. Committees may self-initiate activity but are not autonomous. The Committee serves at the direction and pleasure of the Board. The Board will appoint a Committee Liaison from among the Board members to attend Committee meetings and communicate between the Board and the Committee. Liaisons are not committee officers or voting members and should refrain from unnecessary participation in the committee’s business. While all committee meetings are open to all other Board members, it is strongly suggested that they only observe committee activity, and not participate in discussions.

Section 304 Purpose of Committees

The function of committees is to assist the Board in doing its job. Committees are not empowered to perform management functions or to deliver services expected of management. The duty of a committee is to support the Board and to work at the direction of the Board. It is important that the individuals appointed to committees are not individuals who harbor special interests or seek to serve the community by gaining certain personal objectives.

Committees are not to establish policies separate from the Board. The implementation of policies is a province of Management; only management executes Board policy.

Section 305 Committees – Charters/Bylaws

Each committee is empowered to create by-laws subject to Board approval, and to set

out the purpose, terms, and other facts the Board deems appropriate.

Section 306 Chairpersons of a Committee

Appointment to the position shall be by vote of the committee, with approval by the Board. The Chairperson serves at the Pleasure of the Board and may be removed by a majority vote of the members of the Board.

Section 307 Committee Members

Committee members are appointed yearly by the Board and remain members of the Committee until replaced by an action of the Board or by resignation. An annual list of all committee members shall be provided to the Board for approval at its December meeting. New members may be added at any time during the year after Board approval.

Any person who is considered for appointment to a committee shall serve without any expectation of personal advantage or personal gain that would be distinct and different from the advantages or interest of the general community. Any member having a conflict shall announce the conflict and shall withdraw from participation in that matter.

Section 308 Adoption and Distribution of Policies

The policies of the Association will be recorded in the Minutes of the Association and it will be the duty of the President of the Board to convey each policy expression to Management.

Section 309 Code of Ethics

A Director accepts the duty to conduct the affairs of the Association in the highest moral and ethical manner and will diligently abide by the following code of ethics and a standard (Duty) of Care that will prevent harm to those s/he represents.

Section 310 Board members should

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Provide opportunities for residents to comment on decisions facing the association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
7. Conduct open, fair, and well-publicized elections.
- 8 Always speak with one voice, supporting all duly adopted board decisions even if the

board member was in the minority regarding actions that may not have obtained unanimous consent.

Section 311 Board members should not

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized association funds for their own personal use or benefit.
6. Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties, even after they leave the Board.
9. Make personal attacks on colleagues, staff, or residents.
10. Harass, threaten, or attempt through any means to control or instill fear in any board member, owner, resident, employee, or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session, even after they leave the Board.

Section 312 Board of Directors

Section 312.01 Conflict of Interest

A Director will not participate in the formation of policy in which a personal or business interest exists. The Board of Directors will not establish or construct any program or procedure in which a conflict of interest might exist. Policies will be based upon information derived from sources that are independent and are trustworthy. One Duty of Care for the Board in conjunction with Section 311 is to strive to maintain the highest of ethical values.

Section 312.02 Leadership

The ultimate leadership exists only in the Board of Directors. It is the duty of the Board to evaluate what is best for the Association. A duty of the leadership is to accept the charge of finding the correct and right thing and not serving a special interest.

It is the duty of the Directors to explain their viewpoints. Without an honest exchange of differences and their ultimate resolution (compromise), the process of obtaining what is best for the community will never be fully developed. Toward that end:

- Any email communication involving Board business should be copied to all Board members.
- If disagreements appear in email as part of issue discussion, the better avenue to achieve compromise would be face-to-face discussion at the next Board meeting.
- Only the President or his expressed designee, may offer direction to Management, with all other conversation being considered informal and non-binding.
- Management need not be copied on email communication unless the sender considers it appropriate to keep the Manager informed on a specific topic.

Section 312.03 Safety and Security

One of the Board's main objectives is to protect the members, residents and their guests, while upon the common areas, through system of rules and procedures.

Section 312.04 Electronic votes (e-votes) Procedure

Any board member may move for an e-vote on any subject. However, since Board topics benefit from group discussion, e-votes are appropriate only when:

- The subject is time-sensitive, or
- The subject is particularly straight-forward, or
- The subject was previously discussed leaving only finishing details for review and agreement.

Motions and seconds are required for all e-votes. In the e-mails moving and seconding, to save time they may be accompanied by a vote. If a board member has not responded within 48 hours, the President or his/her designee will make every reasonable effort to contact the board member. If there is still no response within the next 48 hours (total of four days since the motion was first made), the board member is assumed to have abstained.

A unanimous vote of the Board carries the motion. The vote must be unanimous for the motion to pass, otherwise the motion is automatically forwarded to the next Board meeting for discussion.

All e-votes will be reviewed at the subsequent regular board meeting and recorded in the minutes thereof.

Section 312.05 RAP Flyer Electronic Votes (e-votes) Procedure

- If the RAP Flyer Coordinator is not fully satisfied that all the requirements have been met, the RAP Flyer is forwarded to the RAP Board of Directors via Communication Committee Liaison.
- Liaison will submit RAP Flyer to entire RAP Board for an e-vote. A majority approval shall be required to publish the flyer.

- If a board member has not responded within 48 hours, the President [or Communications Committee liaison] or his/her designee will make every reasonable effort to contact the board member. If there is still no response, the board member is assumed to have abstained.
- If the Rap Board of Directors disapprove publication of a proposed flyer, the Communications Committee Liaison shall return the submission to the submitter with an appropriate explanation, copying the Communications Chairperson.

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Article 4 - Board Relationships

Section 401 Board Relationship with Management Company (Management)

Section 401.01- Delegation to Management, General

The Board recognizes its authority to be generally confined to the establishment of policies. All Board authority delegated to Management is delegated through the President of the Board to the Community Manager.

- Only the Board, by majority vote, has authority over Management.
- Management may not perform, allow, or cause to be performed any act which is unlawful or insufficient to meet high standards of business and professional ethics or the “prudent person” test.
- Management may not violate requirements established by funding sources or regulatory bodies nor act in a manner contrary to explicit Board constraints on its authority.

Section 401.02 Suggested Monitoring Frequency

- Architectural Compliance, Monthly in the Management report;
- Landscape Maintenance, Monthly during season in the Management Report;
- Snow Removal, Monthly during season in the Management Report
- Interim Financial Reports, Monthly, with Balance Sheets, Income and Expense Budget Comparison Reports, and Accounts Receivable Reports;
- Annual Financial Report, Annual external independent CPA Audit;
- Delinquencies, Monthly in the Management Report;
- Facilities and other Maintenance Reports, Monthly in the Management Report;
- Contract Status Reports, Monthly in the Management Report.
- Insurance Status, Monthly in the Management Report.

Section 401.03 Management’s Duty to Report to the Board of Directors

The Board will also receive from Management such information which is necessary for the Board to assess the attainment of objectives and policies on a monthly basis, as part of the Management Report.

Section 401.04 Executive Limits on Management

These issues are the limits that are placed on the Association's Management Company and the Manager. A rule of thumb about Executive Limits is that it states what sorts of things the Board does NOT want to happen.

- Financial Reporting and the Maintenance of the Financial Records shall not violate AICPA Standards for Accounting for Common Interest Realty Associations.
- Management may make no investment moves/changes without specific written direction from the Board.
- Management shall not fund the Association's Reserves through special assessments, unless approved by the Board.
- Funds allocated to the reserves on an annual basis shall be placed in the Fund by the end of the fiscal year. Funds assessed and collected for Reserves on a monthly basis will be moved to Reserves as they are collected, i.e., monthly.
- Management shall not borrow from the Reserves without approval of the Board.
- Reserve Expenditures shall be approved by a vote of the Board as soon as practical and usually before the obligation has been incurred.

Section 401.05 Delegation to Management, Financial

- Management is authorized to collect fees and other Association income and to pay all the Association expenses subject to approval of those expenses by the Treasurer.
- Management is authorized to transfer funds from the Operating Account to the Reserve Account as directed by the adopted Association budget. Operating funds may also be transferred at the specific direction of the Board.
- Disbursements from Reserve Funds and Resale Contributions require specific direction from the Board.
- Other than Managements established banks, holding Operating and Reserve accounts, Management has no role in managing the Association's investments. The Investment Policy (later in this document) describes the limitations on the placement of the Association's investments.
- Management is responsible to see that an annual audit is performed and that taxes are paid.

Section 401.06 Delegation to Management, Complaints

In response to received complaints, the Site Manager is empowered to receive and verify filed complaints. The Board will be informed when a complaint is received and upon verification will direct what action should be taken with the input of the Site Manager.

Section 402 Board Relationship with Committees

Section 402.01 General

Only the Board may enact and implement policies, rules, and guidelines for the Association, or assume obligations on the Association's behalf, in accordance with the Association's governing documents. The function of Board appointed committees, except as specifically stated in the governing documents concerning Architectural Review Committee, is to evaluate issues, conduct background work, and to make recommendations to the Board from time to time concerning those matters delegated by the Board to the specific committee.

Committees may self-initiate activity, but they are not autonomous. If a committee begins to investigate an issue without specific direction from the Board, the committee must inform the Board liaison of the committee action prior to the next Board meeting. The issue will be placed on the agenda for the Board meeting, and a determination will be made as to whether the investigation is necessary and within the purview of the committee.

Section 402.02 Architectural Requests

The Architectural Review Committee (ARC) has been authorized to approve applications for home exterior modifications that they deem consistent with the adopted Home Exterior Regulations. Denials by the ARC may be appealed to the Board. The ARC may recommend, for Board adoption, additional Regulations that elaborate on pertinent Exterior Standards contained in the Declaration and other Association Policies.

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Article 5 - Board Guidelines and Procedures:

Section 501 Board Guidelines and Procedures

In addition to the Declaration, Community Association and Committee By-Laws, and Community Rules and Regulations, there are other specific Policies and Procedures that appear in minutes and other repositories, with some collected here for ease of consultation. These include:

Section 501.01 Board Meeting Guidelines

1. Chair will follow the agenda unless circumstances require deviation.
2. Chair will allow discussion on all agenda items, but with discretion, limit discussion.
3. Chair will keep discussion focused on issues being addressed.

4. Chair will develop agenda for meetings using recommendations submitted by Board members, Management, and homeowners, and designate leads for agenda items.
5. Agenda items should be submitted by the Friday before the next regular meeting.
6. Ideally, Board members will submit motions they intend to present during the meeting, in writing, to the Secretary prior to the meeting. A member making a motion during a meeting will provide the wording of the motion to the Secretary.
7. The Chair will request a second to all motions prior to debate on the motion.
8. The Secretary will re-read the motion prior to a vote.
9. The Secretary will record all motions, and votes on motions, in the minutes.
10. The Secretary will record all action items and the person assigned to complete the action in the minutes.
11. The Chair may limit debate on a motion once all Board members have had an opportunity to speak.
12. Committee Chairs may address the Board on matters relating to their committee.
13. Residents at open meetings may address the Board on issues/motions being discussed by the Board following the rules outlined below. Residents will also be given time prior to adjournment of an open Board meeting to ask questions and express opinions. Residents may submit requests for Board consideration to the Manager by the Friday before a regular Board meeting, for inclusion in the agenda.
14. Roberts Rules of Order will guide the conduct of all Board meetings. See Appendix I.

To ensure that all the agenda items are adequately covered, the following guidelines will apply. This list will be read aloud before all Open Board Meetings.

- *Guests wishing to speak on an agenda topic should wait to be acknowledged, and should state their name.*
- *Guests should limit their comments to no more than three minutes.*
- *The chair may terminate any discussion that veers off topic or consumes inordinate time.*
- *There will be an opportunity at the end of the meeting to discuss topics not on the agenda.*
- *Guests should avoid raising issues unique to themselves; such personal issues should be addressed in a private meeting with the Board or the relevant committee.*

Section 501.02 Meeting Minutes

The Secretary of the Board of Directors has the responsibility for capturing the minutes of the Board of Directors meetings. The objective of this process is having the Minutes reviewed, corrected, and documented in a timely manner as soon as possible so that they become available to the residents and any other interested parties. The process for doing so is listed as follows:

1. The Minutes are captured by the Secretary at the meeting, transcribed as a Draft in a standard format and forwarded to other Board members and the HOA site Manager within four days of the Board meeting. Minutes will include any action items and to whom the items are assigned.
2. The recipients will review the notes, make corrections and/or changes in fact and return to the Secretary within three days of receiving them.
3. The Secretary will make the necessary changes and re-issue the minutes within two days.
4. An additional two days is allowed for further changes. If none are received, the Minutes will be declared final and approved.
5. The Minutes will then be posted in the proper binder by the HOA Site Manager.
6. The Secretary will then issue a RAP Flier to the residents advising them that the Minutes are available in the card room binder and on the website. The entire process is targeted to be completed in 10 days.

Section 501.03 Additional Board Meeting Protocol and Conduct of Members

- Members of the Board will conduct themselves in a respectful manner to other members of the Board. They will not publicly or privately ridicule anyone.
- A Director will have the right to introduce any matter as a priority consideration even though it may be at a variance to Board Policies and Procedures.
- A Director will at all times, subsequent to a vote, support the decisions of the majority of the Board regardless of the position that Director has taken at the time of the vote.
- A Director will be loyal to the Association (Duty of Loyalty) and conform to the Association's policies (Duty of Care).
- All members of the Board must be privy to all discussions and deliberations of the Board.
- No Director has the authority to direct a member, contractor, agent, or employee of the Association. The authority of a Director is limited to votes

upon policies of the Association and participation in the meetings of the Board.

- The Board will speak through its President and its written policies. No member of the Board will have greater powers than any other Director.

Section 501.04 Workshops of the Board - the Rules/Purpose of these Meetings

These meetings are normally for the purpose of gathering information and opinions. The meetings are generally not used for votes, or for the purpose of adopting policies/procedures of the Association; however, at times if an issue requires a vote the Board may convene a Special Meeting. At that junction motions, discussions and votes may be taken. All Special Meetings are recorded, and minutes are published by the Secretary.

Section 501.05 Responding to the Community and Committee chairs

In cases where a committee chair or individual resident has made a recommendation to the Board via email, it is important that the ensuing email discussion be limited to Board members only, and not include or be copied to the originator of the recommendation.

- The Board President or designated member will send an email to the originator(s) acknowledging receipt of the suggestion and telling them that the Board will be addressing the issue.
- The Board President should decide whether the issue warrants a Board decision via e-mail because of time sensitivity, or whether it should be placed on the agenda for the next Board meeting.
- Board members may discuss the issue via email, but only Board members and Management will be copied on those emails.
- If a motion is made, seconded, and unanimously approved by the Board members via e-mail, the President will advise the originator via e-mail of the decision, and the Secretary will read the motion and e-vote results into the minutes of the next Board meeting.
- If the Board is not unanimous in its opinion, the item will be added to the agenda for the next Board meeting for further discussion and a decision.

Section 501.06 Timetable for Development of Management Reports

In order for Board members to have time to prepare for regularly scheduled Board meetings, it is useful to have the Management Report finalized and issued several days in advance of each meeting. Since meetings are usually scheduled for Thursdays, the goal is to have the Management Report issued on the Monday prior to the meeting. To meet that requirement, the following timetable should be adhered to:

Close of Business (COB) Tuesday of the week prior to the meeting	President issues preliminary agenda to Board members and Community Manager for review, comment and suggested additions or deletions
COB Thursday of the week prior to the meeting	Comments due from Board members on preliminary agenda
COB Friday of the week prior to the meeting	President forwards final agenda to Board members and Community Manager
COB Monday prior to the meeting	Community Manager issues Management Report

Section 501.07 Investment Policy and Procedure

The following policy and procedure have been adopted by the Regency at Providence Community Association (“the Association”) for the investment of the Association’s operating and reserve funds.

The Association currently maintains two funds:

- **Operating Fund:**

This fund is the depository for all income to the Association and is used for the day-to-day operations of the Association. It is to be kept liquid (as specified below) at all times.

- **Reserve Fund:**

This fund is used to meet the replacement costs of the scheduled assets of the Association, as defined in the most recent Reserve Funding Plan, as adopted by the Executive Board.

INVESTMENT OBJECTIVES

Reserve funds represent the future obligations of the Association for the repair, maintenance, and replacement of those items for which the Association is responsible. For this reason, reserve funds are to be invested in such a way as to meet the following objectives, in order of priority:

1. **Safety**, defined as preservation of principal.
2. **Liquidity**, defined as having sufficient funds on hand to meet expected and unexpected needs.
3. **Yield**, defined as return on investment.

Consideration should also be given to the minimization of investment costs (redemption fees, commissions, and other transaction costs).

INVESTMENT RESPONSIBILITIES

The Association Executive Board has sole authority to approve, alter or otherwise make changes to the investment policy. Any modifications to this policy shall be in writing and approved by the Executive Board.

The Executive Board shall have direct control with regard to appropriate bank accounts, establishing safekeeping accounts, or other arrangements for the custody of securities, and execute such documents as may be necessary. The Executive Board may employ the service of a qualified investment advisor to direct a portion or all of the investment activities of the Association, consistent with the guidelines set forth in this investment policy.

The Executive Board will monitor investment activities to ensure that proper liquidity is being provided and that the investment strategy is consistent with the Association's objectives. The Executive Board shall review investment performance at least quarterly and shall review the investment policy annually.

ELIGIBLE INVESTMENTS

- Money Market Deposit Accounts ("MMDA's"), Certificates of Deposit ("CD's") and other instruments of high-quality financial institutions, as listed in Exhibit I, provided such investments are fully insured by the Federal Deposit Insurance Corp ("FDIC"). Since FDIC coverage includes both principal and accrued interest through the date of a bank's closing, the principal amount should be no more than 100% of the FDIC limitation, currently \$250,000, so as to provide for full coverage of interest and accrued principal.
- Brokered CD's, from Banks whose deposits are insured by the FDIC, with no more than a 36-month maturity. These are Market Rate CD's, whose Principal amount will rise and fall with the market, until held to maturity, at which time full Principal is returned.
- U.S. Treasury obligations and obligations of Federal Agencies that are fully guaranteed by the U.S. Government, subject to the liquidity guidelines of this policy.
- Other investments may be added to this list with the written approval of the Association Executive Board so as to provide sufficient diversity of investments as the Reserve Fund grows. Safety, Liquidity and lastly Yield will guide us with that choice.

LIQUIDITY GUIDELINES

- The Operating Fund, given that it provides funds to meet the daily obligations of the Association, should only be invested in vehicles that provide daily liquidity, such as an MMDA, or short-term CD's of 12 months or less.
- Investments should have a maturity averaging 2 to 3 years but can be as long as 5 years depending upon the needs dictated from the Reserve Funding Study from the transaction date. Some longer-term reserve funds can be tied to longer investment maturity dates not to exceed 5 years.
- Fixed rate investments such as CD's or Treasury obligations should be "laddered" in such a way as to provide for periodic (*quarterly or semi-annual*) maturities, so as to mitigate against interest rate risk, and to provide for diversity of investment.
- Based upon Liquidity needs, (if Operating Funds fall below \$100,000), consideration should be given to investing at least 10% of the total Reserve Fund in Money Market Mutual Funds of short duration as detailed above, so as to provide a base of liquidity to the Association in case of emergency.

INVESTMENT PROCEDURES (T/B/D)

The Association Executive Board shall establish procedures and controls regarding the investment of Association funds. *(In addition to any requirements provided by the Association's governing documents, the Association shall obtain coverage by fidelity insurance to protect the Association from loss due to theft for any person with access to its investments.)*

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Appendix I

Roberts Rules of Order – Simplified – From Cornell University

<http://theuniversityfaculty.cornell.edu/meetings/RobertsRulesSimplified.pdf>

Guiding Principle:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.
- A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3^{rds} vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the

next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

Call for orders of the day.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.

Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

You may INTERRUPT a speaker for these reasons only:

- to get information about business – **point of information**
- to get information about rules – **parliamentary inquiry**
- if you can't hear, safety reasons, comfort, etc. – **question of privilege** if you see a breach of the rules – **point of order**
- if you disagree with the president of the board's ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	

Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

 Additionally, if the Secretary so desires, meeting proceedings may be recorded, and if other than Board members are present, they should be so advised. After the minutes of a meeting are formally accepted, the tapes will be erased.