

# *Quick Tips for a Successful Board Meeting*



## QUICK TIPS FOR A SUCCESSFUL BOARD MEETING

### Member Conduct

- Only speak when recognized by Chair; Speak to Chair, not to other members; Chair = impartial
- PC may only consider items/discussions within its authority (for example: cannot increase grant budget, serve more children, fundraise, or disregard federal rules/regulations)
- Members represent interests of the entire program;
  - personal concerns should be discussed individually after the meeting or at appropriate Parent Connection Committee; or
  - form a Committee.
- Turns – each member gets 2 turns: no one can take a 2nd turn until all have a 1<sup>st</sup> opportunity

**Community Comments** – The only time the public is allowed to speak; Time limits; A member of the public may ask questions, but the PC is not obligated to respond

**Committees** – For items that are lengthy or require further study, members may:

- move to form a Committee or
- refer to staff to investigate and report back to the PC at the next meeting.
- Majority VOTE.

**Alternates** – May speak / engage in discussion, but not make motions or vote while primary is present

**The Agenda** – By state law, the PC can only discuss items on the Agenda; Members can ask

- an item to be placed on the next agenda for discussion, or
- move to form a Special Committee.

**Specific Motions** – all directed to the Chair

Call for Order of the Day –	to remind the PC to stick to the agenda; No VOTE needed
Refer Main Question to a Committee –	to move a question to committee for further investigation. Majority VOTE
Point of Order –	“Hey we’re not doing this right!” - reminder to follow the rules (e.g. Agenda Schedule, Corrections, Time limits, No VOTE needed