

Policy Subject: Meeting Management

Historical Statement:

Currently, each committee and the Board of Directors (BOD) employ their own method of organizing their meetings, agenda and minutes. With 'Strategic Planning' as the mode of operation of the Park, the need for consistency with policies and procedures is evident which in turn, gives structure to the general operation of the Park and simplifies the management of the Park at all levels by enhancing effectiveness and efficiency. (**Article IV** of the Bylaws gives direction as to 'Meetings of Members'; there is however, no direction in the bylaws for BOD and committee meetings. Section 9 'Order of Business' refers to current edition of Robert's Rules of Order which should also be the operating format of the BOD and committee meetings.)

Policy Statement:

1. The BOD should use an Agenda format that incorporated the usual items as follows (and is consistent with Robert's Rules of Order):

- Call to Order**
- Prayer (protocol is God before country)**
- Pledge of Allegiance**
- Roll call (list members)**
- Announcements/Correspondence**
- Consent items (minutes, committee reports, etc.)**
- Treasures Report**
- Presentations**
- Old Business**
- New Business**
- Adjournment (can be declared by Chair – saves time and writing)**

It is recommended that committees use a similar agenda. It is recognized that items like Prayer, Pledge of Allegiance and Treasurer's Report may not be necessary at the committee level. Roll Call could also be taken by the secretary by checking committee members present as listed on the agenda.

2. The Board of Directors, Management Team and Standing Committees will be identified on documentation as follows:

- Board of Directors – BOD
- Activities Committee – AT
- Administrative Support Committee – AS
- Ambassadors Committee – AM
- Architect Committee – AR
- Communications Committee – CM
- Elections Committee – EL
- Emergency Response Committee - ER
- Finance Committee – FN
- Long Range Planning & Property – LR
- Safety Committee – ST
- Management Team – MT

3. The BOD and committee agendas are to be prepared as early as possible before the scheduled meeting and distributed via 'current approved electronic process' and posted to the appropriate bulletin board.

4. The BOD and committees will post a copy of each meetings 'Unapproved' minutes via 'current approved electronic process' and on the appropriate bulletin board as soon as possible after the meeting. Minutes will be 'Approved' at the next meeting and placed in the appropriate location. An electronic file of minutes, by season, is to be kept by the appropriate secretary in a location as designated by the BOD or the committee.

5. Members wishing to make a presentation to the BOD or to a committee should have the request with the topic and an explanation of the contents of the presentation to the appropriate secretary one (1) week in advance of the meeting date. Rationale: BOD or the committee have time to include the item in the 'Presentations' place on the agenda and have an opportunity to review the topic prior to the meeting.

6. The Board and committees will number their motions each new season beginning with their identifying initial, the motion number followed by a hyphen then the years of the season. **Example: BOD 1-16/17**

7. A motion summary will be prepared at the end of each season by the secretary and included with the minutes of that season. This summary gives quick access to what the BOD or committee did that year and is to be distributed via 'current approved electronic process' and posted to the appropriate bulletin board for member reference. (A template of this summary is posted on the website with the other Park templates.) An example is shown below.

MT Motion Summary for 2015-16 Season		
Date	Number	Topic Addressed
November 16	MT 1-15/16	April 6 Minutes adoption
	MT 2-15/16	ARF 1188 Pool ramp referred to LRP&P and Safety

8. The ARF Tracking matrix will record the motions, as identified above, with it's recommendation to the next level in the organization and distributed via 'current approved electronic process' and posted to the appropriate bulletin board. An example is shown below.

Sunscape Estates RV Park Cooperative Management Team - ARF Tracking Matrix					
ARF # Date rec'd Origin	Topic	Action Requested	Action taken (recommendation)	Date Action Completed	Status
5010 Feb. 16/25 Member	Charter for SF	Develop Charter	MT 1-24/25 refer to AS AS 9-24/25 recommend to MT MT 16-24/25 recommend to BOD BOD 25-24/25 approve	Feb. 21/25 Feb. 28/25 Mar. 4/25 Mar. 12/25	Completed

9. Members may speak to a topic under discussion at BOD or committee meetings upon recognition from the President or Chair for 3 to 5 minutes or extended at the discretion of the President or Chair.

10. Members will act and present in a civil manner at all meetings of the Park and be considerate of the best interests of the Park in relation to current and future situations.

Approved by Board motion: #21-17/18 on January 09, 2018

Signed: _____
Vern Beckstead, President

Date: January 09, 2018