

SMRC Process for Agenda Development and Member Input During Board Meetings

The purpose of the policy is to establish the process for Agenda development and approval, to encourage and control constructive member input during board meetings, to establish a clear understanding of the expected behavior and appropriate times for offering member input, and providing those in charge of conducting board meetings specific standards of expected behavior and methods to handle difficult situations efficiently. SMRC board meetings are considered “limited public forums” because they are open only to property owning members and others that are specifically invited because their presence is necessary for the conduct of business.

All board members and officers would prefer to keep meetings as informal as possible, but at the same time the principle purpose for board meetings is the efficient conduct of SMRC business. This policy contains the standard for acceptable behavior, clarifies how board meeting Agendas are developed and approved and the process the board must use to provide for adequate opportunities for member input while not letting meetings to get out of control.

1) The Standard:

- a) Clearly communicate to all in attendance that the purpose for all discussion in any SMRC meeting must serve the members and the association collectively.
- b) Clearly communicate to all in attendance at what times observing members are allowed to provide input and how long they will have to speak.
- c) Clearly communicate whether time will provided for open (any topic) input or that input is restricted to topics on the approved agenda.
- d) Never take actions that keep any member, board member or officer from expressing their viewpoint on the topic at hand.
- e) Expect and enforce a level of civil discourse that is courteous, respectful, open, factual, valid, honest, not divisive and ON TOPIC at all times.
- f) Only one discussion in progress at a time – no side conversations.
- g) Board members and officers encourage and allow time for member input and exhibit active listening techniques.
- h) Never direct anger, emotion, aggression or frustration at any person – keep it on the issue.
- i) Remember that one member, board member or officer commanding excessive group time and emotion by expressing his right to freedom of expression becomes a denial of the freedom of expression of ALL of the remaining attendees by them not being able to be heard.

- 2) Development and Approval of board meeting Agendas
 - a) Draft agendas are developed by the president based on business at hand, requests by board members and officers to include or not include certain topics, requests from members for the discussion of specific topics and a reasonable meeting scope than can be completed during a 1-2 hour meeting. Topics whose priority is lower or ones that require greater research will either be discussed in brief and/or tabled for later discussion and decision. The Agenda always includes certain routine reports, will use a standard format compatible with Roberts Rules of Order and will be focused on current business that needs to get done.
 - b) Approving the agenda will be the first topic on the agenda. At that time, any corrections, additions, deletions or deferrals will be discussed and the final agenda approved by motion. An "Open Member Input" time will be included usually at the first of the meeting unless the need to complete other business will not allow time. During the Open Member Input section of the agenda, each member will have 3 minutes to provide their input to the board. The purpose is not to discuss the input, just to take the input. All efforts will be made to let the member know how and when the input will be addressed.
 - c) The board may choose to address the member supplied input on the spot or table it for future discussion. This will also be a time for entering member input submitted prior to the meeting unless that topic better resides in the body of the agenda by reading submitted material.
- 3) Enforcement Protocol:
 - a) Establish time keeping if is expected to be needed or if the situation requires it.
 - b) Ask a potential disruptive person to stay on topic and tell them when their time is up and to stop talking and sit down if necessary.
 - c) Address non-conformance to the standard, disruptive behavior, unwillingness to respond to #2 above by giving a single warning that if the behavior does not stop, that person will be asked to leave.
 - d) If that behavior is not stopped immediately, ask the person(s) to leave the room.
 - e) If they continue and refuse to leave, request them to be removed by an identified Sergeant at Arms or law enforcement personnel. The meeting me be adjourned if necessary.

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