



Conducting Effective Board Meetings

Kentucky Center for
Agriculture and Rural
Development



Basics to Having Productive Board Meeting

1. Have an agenda.
2. Copies of previous meetings minutes
3. Copies of Treasurer's Report
4. Copies of any new information to be presented
5. Know the roles and responsibilities of officers of the board
 1. President, VP, Secretary



Agenda Items

- Call to Order
- Approve Agenda
- Minutes of Previous Meeting
- Treasurer's Report
- New Business
- Old Business
- Adjourn



Parliamentary Procedure

■ Parliamentary Procedure

- Enables members to take care of business in an efficient and effective manner and to maintain order while business is conducted. It ensures everyone gets a right to speak and vote.
- Promotes courtesy, justice, and impartiality
- IS DEMOCRACY IN ACTION!



Importance of Parliamentary Procedure

- PP provides proven, time tested ways of determining action and carrying on an organization's business.
- Why PP?
 - Knowing the rules of the road.
 - Prevents accidents and keeps traffic flowing smoothly.



Three Principles of PP

1. Taking up business one item at a time
 1. Follow-agenda
 2. Only one main motion pending at a time
 3. Can only make secondary motions while main motion is on the floor.
 4. Only one member assigned to floor at a time.
 5. Members take turns speaking



Three Principles of PP (cont.)

2. Promoting courtesy, justice, impartiality, and equality
 1. Call meeting to order on time
 2. Don't speak out of turn
 3. In debate, members do not cross talk, or talk directly to each other when another member is speaking
 4. Listen to others ideas and opinion
 5. Presiding officer:
 1. Doesn't take sides but allows all to be heard equally in debate



Three Principles of PP (cont)

3. Rule of the Majority and Protection of the Minority
 1. Members have rights to have notice of all meetings and to be informed at all times.

Meeting Strategies

- Expedite business in a timely fashion
 - Stick to the agenda.
 - Keep on topic of discussion; be fair and courteous
 - This is not a social gathering! Stay on course!
 - Call for point of order if necessary; one person speaks at a time to the entire group
 - Call for orders of the day





Source: Webster's
New World

Robert's Rules of Order:
Simplified and Applied.
2nd edition. 2001

