



Board Meeting Procedures

Efficiency and effectiveness are key to productive Board meetings. Well-planned and structured meetings help the board move towards achieving outcomes that meet the organization's expectations and are worthwhile for participants.

Agenda

The agenda is a tool for the Chair to guide discussion and keep members focused, and is drafted by the manager and Chair in close collaboration. It should indicate which items are for discussion and which are informative. Action items and assignments should also be identified to enforce accountability. It is also helpful to separate strategic issues, resource items, and operational matters. Time limits should be set for each item and Board development included. Questions the Board needs to consider for a later communication or meeting can also be introduced.

Consent agenda – a compilation of items that need no discussion and can be approved with one vote.

Pre-Meeting

- Meetings are on a set date and time, confirmed at the previous meeting, and calendar invite sent.
- Committee report template provided to committee Chairs.
- Minimum five days prior, the agenda package with attachments is sent to Board members. All written reports (ex. last meeting minutes and committee reports) included.
- Contact the Chair for any questions re: consent agenda items.
- Come prepared by reading the materials and ready to participate.

Meeting

Meetings need to be managed, and the majority of time allotment should be spent on future issues.

- Code of conduct for Board meetings – respect differing opinions; no personal attacks allowed.
- Present information in interactive ways using a variety of formats. Bring in experts and rely on staff for information when discussing programs. Resource table with additional materials.
- Allow time for constructive small group discussion and deliberation. Serious issues warrant additional time to discuss. Raise a hand to interrupt a speaker.
- Periodically integrate evaluation of the meeting, in varying format, in the schedule.

Post-Meeting

- Keep Board members informed between meetings.
- Integrate a standard short executive session after each Board meeting for review purposes and the Chair to provide coaching for future.
- Send a list of assignments to Board members and a copy to the Chair.
- Chair to follow up with Board members who did not attend the meeting.
- Send Board members the results of meeting action items.