



Roseville Coalition of Neighborhood Associations

Meeting ‘Tips’

RCONA was blessed with the participation of a wonderful ‘parliamentarian’, Jack Wallace, when it began in 1997, and he continued to serve with RCONA until his death in 2013. He passed along numerous tips for conducting meetings that helped future members of both RCONA boards and NA boards conduct their meetings in compliance with *Robert’s Rules of Order*. We would like to incorporate these ‘tips’ into the sample materials we are putting together to help new neighborhood members joining our NA boards. Here are some of the ‘tips’ you may find useful for conducting your meetings.

President’s Tips:

1. When preparing meeting agendas, keep the police officers report to the start of the meeting so they may get back to their patrol duties.
2. As new members join the board, make sure they all receive a copy of the NA bylaws, RCONA bylaws, and Code of Ethics. Have each new member sign a Code of Ethics form and submit to the RCONA Secretary for the official log.
3. Schedule regular meeting dates as far in advance as possible, especially if you meet at a school facility where the dates must be confirmed in advance. Post your generic schedule, such as “2nd Tuesdays of each month” on your website so you meet the meeting notice criteria without having to change specific dates.
4. Approval of Minutes: If your minutes have been distributed in advance for review, you do not need a formal motion for approval. You can just announce that, “The minutes were previously distributed for comment and hearing no objections, the minutes are approved as submitted and will be placed on file.”
5. Treasurer’s Report: It is not appropriate to ‘accept’ Treasurer’s Reports until there has been an auditor’s report approving them. So for monthly Treasurer’s Reports, it’s appropriate to say, “Hearing no objection, the Treasurer’s Report will be placed on file as submitted. After the end of the year, if you have an internal audit performed for your Treasurer’s Year End Report, then it would be proper to accept the Audit Report into the record.
6. When Holding Elections: If you are electing a panel of board members (not electing by individual positions) and you do not have more candidates than the maximum number of board members allowed, and if your bylaws allow for a voice vote option, you may ask for a motion to elect the entire panel of candidates be elected. However, if your bylaws require a ballot vote only, or if there are more candidates than the maximum number of board members allowed, then you must hold a regular ballot vote.
7. A motion made by a board or ‘presented through Committee’ does not require a motion and second (already having been approved by two or more members). The president or chair will still handle it as with any regular motion: restate the question submitted before the board, which then places the motion or issue ‘open for discussion’. Following any discussion, the president will then ‘put the motion before the floor’ which calls for a vote.



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Secretary's Tips:

8. If the regular secretary cannot be present, make sure the president will appoint someone to cover this duty.
9. Bring to the president's attention immediately if there does not appear to be a quorum present to conduct business. If an election is to be held at that meeting, the confirmation of a quorum should be given to the president so an announcement can be made confirming a quorum is present and the election can proceed.
10. Minutes should be prepared and distributed for review to all board members within a reasonable time period—some bylaws require within two (2) weeks.
11. If your NA wishes, you can post your minutes on the website after they are approved; or if not posted, they must be made available upon request by any person or group at the convenience of the secretary.
12. Motions should be recorded as stated with the name of the moving party noted. It is not necessary to record the name of the person seconding a motion.
13. Voting:
 - In addition to item 9 above, if a vote requires a specific number of members to be present (as with 2/3 votes for bylaws and their amendments or removal of a member), the secretary should confirm and announce before the vote proceeds that a 2/3 quorum is present.
 - When specific numbers are required, the vote should be recorded to reflect the number of those "in favor" or "not in favor".
 - It is not proper to ask for abstentions; if someone speaks up to state they are *present* or abstaining, that can be noted in the record, but otherwise, it is not proper to single a person out drawing attention to the fact that he/she did not vote.
 - If a roll call vote is requested and seconded, the secretary would proceed to call the roll in alphabetical order (for RCONA NR Board meetings, the roster is called in NA roster seniority order—follow the sign-in sheet). In roll-call voting, a record of how each member voted, as well as the result of the vote, should be entered in full in the minutes.

Treasurer's Tips:

14. Make sure to obtain two (2) signatures if/or as required in the bylaws of the organization. This two-signature procedure is especially recommended for Non-Profit organizations.
15. If a verbal Treasurer's Report is provided in lieu of a written report, the ending balance should be noted in the minutes along with totals of deposits or debits (not necessary to provide specific breakdowns). The specific breakdowns must be provided for any inquiry to see the records; and they must be recorded for the annual report. [So it is best just to keep records updated in full on a routine basis via monthly reports.]