



MEETINGS – AGENDAS

Meetings

Within the course of a meeting, there are several components that will come into play. Understanding these components will allow the meeting to proceed smoothly.

Agenda

Every meeting has an agenda, which is a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. It usually includes one or more specific items of business to be acted on. It may, but is not required to, include specific times for one or more of the activities. An agenda usually is distributed to meeting participants prior to the meeting so they will be aware of the subjects to be discussed and are able to prepare for the meeting accordingly.

An agenda begins with the date, time, and location of the meeting, followed by a series of points outlining the order of the meeting.

The order in which business is conducted must correlate with the order it is listed on the agenda. The order of the agenda can be altered, provided proper procedures are followed. The two most common ways to alter the agenda are outlined below:

General Consent – The presiding officer can propose changing the agenda with the voting body's consent. Using general consent usually is done because of the arrival of a special guest or due to time constraints. To use general consent, the presiding officer could state, "As long as there is no objection, I propose we change the order of the agenda due to _____. I propose we move _____ to the top of the agenda. After _____ we will continue with the agenda as it is written. Is there any objection to changing the order of the agenda?" After pausing, he/she states, "Hearing none, the order will be changed." If a member does object to the motion, it is debatable and voted on. This motion requires a majority vote.

Suspend the Rules – A member can change the agenda by making a motion, specifically outlining how he/she proposes to change the agenda. This motion requires a two-thirds vote.

Preparing an Agenda

Preparing an agenda for a meeting is one of the most important duties of the presiding officer of an association, or of a committee chairperson. The President and the Association Manager have five main duties to prepare for a board meeting.

1. Prepare the agenda
2. Assemble the minutes
3. Gather the reports
4. Identify the decisions the board needs to make
5. Distribute the agenda

Although those duties seem simple and straightforward, it requires the President and Association Manager to do several tasks. One of the biggest challenges is tracking the board members down to get information from them, such as committee reports, so that the other duties can be performed. Some of these items are time sensitive, so when a board member fails to respond in a timely manner, it costs extra time for preparation.

Committee chairpersons should also have an agenda for their committee meetings. This will help keep committee meetings on track and on time. As a rule, the agenda used for a committee meeting will be the same, just simpler as there is less business to cover.



An agenda should consist of the following parts:

- Call to order
- Approval of minutes
- Reports
- Old business items
- New business items
- Open dialogue
- Adjournment

Quorums and Reports

Some of the other things that are important for a presiding officer to be aware of are the quorum and reports to be given at the meeting.

Quorum

A quorum is the minimum number of eligible voters that must be at the meeting to conduct business.

If approved in Chapter VII, Section B of the association’s bylaws, meetings can be conducted in-person, as a conference call, or a combination of both in-person and conference call. If this is not approved in the bylaws, then meetings may only be conducted in-person.

USBC requires that a quorum is a specific number adopted in the association’s bylaws, not a percentage. If a quorum is not present, the presiding officer may dismiss the group, or the group may proceed informally, understanding that any discussions needing a decision must be approved at the next meeting.

NOTE: The quorum should be as large a number of members as can reasonably be depended on to be present at the meeting. Your quorum number is listed in Article VII of the bylaws.

The presiding officer determines if a quorum is present when roll call is taken. Please note, if members leave during a meeting and a quorum is no longer present, the association may not conduct business. A quorum needs to be present (in the room) for business to be transacted.

Assuming the presiding officer (or other member), notices a quorum is no longer present; he/she has the responsibility to notify the meeting participants.

Quorums for committee meetings are always a majority of the members of the committee, not including association staff (unless an appointed member of the committee), non-board members and ex-officio committee members.

A majority vote is “more than half” of the votes cast. Below is an example:

Number Present and Voting	Majority Vote necessary
3	2
4	3
5	3
6	4
7	4
8	5
9	5
10	6



Reports

Reports are used to keep members informed of activities of the board and committees. Depending on the nature of the report, it may or may not include recommendations.

Officer Reports

Officer reports are one of the most common meeting reports. The president's report is typically done annually, highlighting association accomplishments over the past year as well as future association goals and potential challenges. It can be viewed as a "state of the association" address. This is not to say the president only provides reports to the membership annually. Reports by the president should also be provided at every board meeting, or as necessary.

The association manager is responsible for reporting at every board and membership meeting. Reports should include correspondence received since the last meeting, announcements of newsworthy events, etc.

In addition, the association manager provides a financial report at every meeting. The financial report must be written and include:

1. Balance on hand of all accounts, CDs, etc. at the beginning of the period
2. Money that came in
3. Money that went out
4. Balance at the end of the period
5. All assets and liabilities must be disclosed, including salaries

The financial report is informational - it is not approved or accepted. Instead, after the financial report is issued and discussed, the presiding officer states, "Thank you, the report will be filed for audit." Ultimately the audit is used to validate the accuracy of the financial report(s).

Committee Reports

All committees should give regular reports of their activities to the board; a progress report during committee tasks and a final report upon completion of said task. A committee report should describe the following:

- Procedures used to gather data
- Information or facts obtained
- Conclusions drawn from information
- Recommendations (if requested)

Once developed, the committee report must be adopted by a majority of the committee members. The written report is then submitted to the association board. It is also customary for committees to present reports at the association's annual meeting. These reports outline the committee's accomplishments from the previous year, as well as its future tasks.

Whether a committee report is presented verbally to the board generally depends on whether a copy of the report was included with the board meeting notice. Written reports should be submitted to the board at least 3 days prior to the meeting for inclusion with the notice. If the written report is not submitted with the meeting notice, the chair of the committee distributes the report at the meeting and verbally presents a summary of the report. The board is then asked to accept the report. The board may choose not to have a committee report presented verbally if it is included with the meeting notice, as it is assumed it has been read.



Consent Agenda

A consent agenda, which can be a great time saver as it can save boards anywhere from a few minutes to a half hour, is used to approve routine, non-controversial actions at meetings. The consent agenda can be approved in one action, rather than filing motions on each item separately. If utilized, the consent agenda will need to be distributed prior to the meeting. It would make sense to send it with the meeting notice, agenda, and other documents relevant to the meeting. The consent agenda could include items such as:

- Approval of the previous meeting minutes
- Approval of committee reports
- Approval of board actions

Meeting minutes, committee reports, and any other items on the consent agenda requiring review must be enclosed with the meeting notice. For instance, if the tournament committee's report is listed on the consent agenda, a copy of the report is to be sent with the meeting notice so that members can review it before the meeting. Because of providing the written tournament committee report with the meeting notice, the tournament committee chair does not have to give a verbal report at the meeting since all information has already been outlined in the report.

If a motion to approve the consent agenda is adopted at the meeting, all items listed in the consent agenda become approved and discussion on the items does not take place. An individual may make a motion to remove one or more items from the consent agenda because he/she has questions or wants it to be discussed. This motion takes a majority vote.

Once the consent agenda has been approved, it becomes part of the meeting minutes. All included documents must be attached when filed as part of the permanent record.

Problems with consent agendas occur when members approve them without first reviewing any attached documents or having knowledge of the items being presented for approval. Always remember that transparency and accountability are the key parts of using a consent agenda. All board members have a responsibility for making sure that they read and review consent agenda items and address any concerns or questions prior to the meeting.

Click [here](#) to watch a brief video addressing the consent agenda.

Updated 5-13-20



SAMPLE AGENDA

Grapevine USBC - Board Meeting

Hotel Metro, West Conference Room

(Date)

(Time)

Call Meeting to Order (3:00 PM)

Approval of Consent Agenda

Reports

- Officer Reports
 - President's Report (Tom Smith) – 3 minutes
 - Association Manager (Sue Johnson) – 5 minutes
- Financial Report (Sue Johnson) – 5 minutes
- Committee Reports
 - Youth Committee (Eric James) – 5 minutes
 - Awards Committee (Cindy Connors) – 5 minutes
- Special Committee Report
 - Logo Committee (Kyle Jones) – 2 minutes

Tasks

- Joe Bowler to purchase a thank you gift to recognize Mary Smith's service
- Debbie Tenpin to write an article on the tournament for newsletter

Unfinished Business

- Hall of Fame Banquet (Bob Times) – 10 minutes
- Item(s) removed from Consent Agenda for discussion (if applicable)

New Business

- BVL Donation (Steve Davis) – 5 minutes
- Purchase of computer software (Steve Davis) – 10 minutes
- Amazon Smile (Tom Lewis) – 10 minutes

Adjourn (4:00 PM)



SAMPLE CONSENT AGENDA

Grapevine USBC - Board Meeting (Date)

Consent Agenda

To be approved at (Date) board meeting:

NOTE: All items on this consent agenda will be approved in one action. If clarification to any item is needed, please ask the appropriate individual(s) prior to the meeting. If an item needs to be removed from the consent agenda and made a discussion item in the meeting agenda, it takes a majority vote to remove the item.

- Approval of the Feb. 3 board meeting minutes (attached)
- Approval of Public Relations Committee report from March (attached)
- Approval of the president's appointment of John Bowler to the Audit Committee
- Approving Association Manager to sign paperwork to renew general liability insurance
- Approving reimbursing Association Manager \$25 for purchase of office supplies
- Approving Annual Meeting date of (Date)