

Board Meeting Procedures: FY18

Board meetings will be scheduled on the third Tuesday of each month, except JUL, NOV, & JUN. Additional Special Board meetings may be called as needed (e.g., a Budget meeting 10 APR).

Please put these dates on your calendar:

25 JUL, 15 AUG, 19 SEP, 17 OCT, 14 NOV, 19 DEC, 16 JAN, 20 FEB, 20 MAR, 10 APR
(special meeting: budget), 17 APR, 15 MAY, 12 JUN.

Board meetings will be called to order by the President promptly at 7:30 PM.

The Process Observer (a rotating position) will be identified. The President-Elect will serve as Timekeeper to keep the meeting close to the planned agenda.

The chalice will be lit by a volunteer.

Opening words will be offered by a minister. Vision/ Mission and Board Covenant will be read by the Board.

Guests will be introduced, and invited to sit away from the table until called upon to present to the Board.

All at the table will be invited, in turn, to share a brief check-in on the theme of the month, or an important joy or sorrow—passing is always an option.

The Secretary will read the items on the Consent agenda. The President will ask if there is a motion to remove any item from the Consent Agenda so that it may be discussed further prior to a vote on its approval. If not, the President will ask if there is a motion to approve the Consent Agenda. Is there a second? All in favor? Opposed? The motion to approve the Consent Agenda is passed.

Agenda items will be taken up in turn, discussed, and motions are made as needed. Each motion requires a second, then discussion, then a vote. Each motion (amended or not) must be passed, defeated, postponed, tabled, or referred to a committee. Draft motions will be provided in the agenda, if possible, to allow time for consideration prior to the meeting.

At 9:20 PM, the Secretary will review Action Items, including those requiring communication to the Congregation and/or others, and note key Calendar items.

At 9:25 PM, the Process Observer will briefly note their observations on how the meeting was conducted, using the Board Meeting Process Checklist. The Process Observer will then read closing words.

At 9:30 PM, the President will call for a motion to Adjourn. Second? Discussion? All in favor? Opposed? This meeting is now adjourned. A motion may be made to extend the meeting by 15 minutes.

If seconded and passed, the meeting would end at 9:45 PM, with the review of Action Items and Process delayed to 9:35 PM and 9:40 PM, respectively.