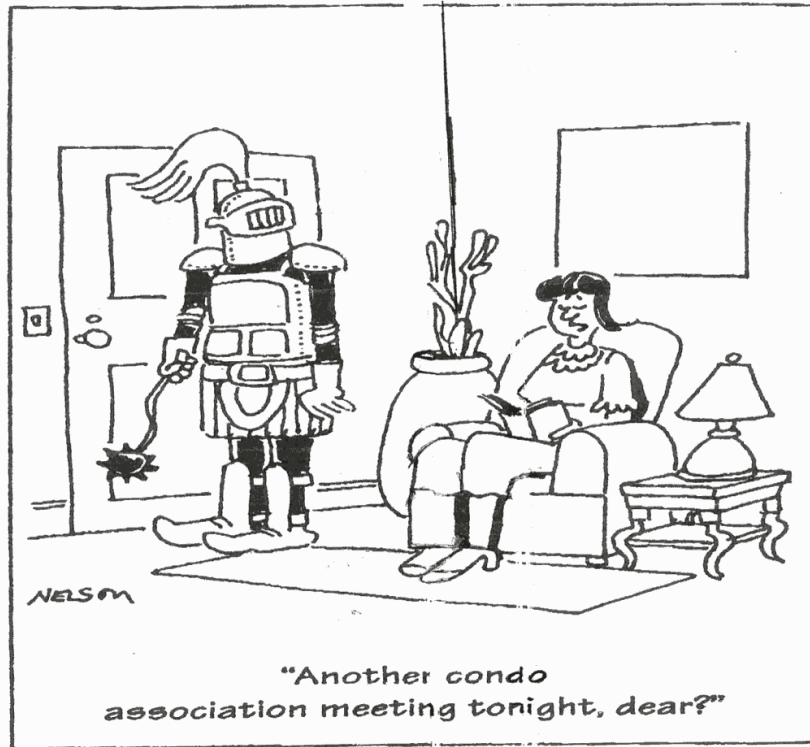




Running an Effective Condo or HOA Board Meeting

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"Another condo association meeting tonight, dear?"



DO YOU NEED A MEETING?

- ▶ Meetings are not necessary for information dissemination or sharing.
 - ▶ May be a strategic decision to do so, however



ARE YOU READY FOR A MEETING?

- ▶ Do you have the necessary information?
- ▶ Do you need input to move forward?
- ▶ Does anything need to be done before the meeting?



What Type of Meeting Do You Need?

- ▶ Status Reporting and Information Sharing
- ▶ Decision-Making
- ▶ Evaluation – Feedback
- ▶ Problem–Solving
- ▶ Planning
- ▶ Combination

Agenda:

Typical Order of Business

- Call to Order – establish quorum, introductions
- Reading and approval of minutes
- Reports of Officers, Board, and Standing Committees
- Reports of Special or Ad hoc Committees
- Special Orders (e.g. election of officers)
- Unfinished Business
- New Business
- Announcements, Review Action Items (optional)
- Adjourn

Creating Effective Agendas

Communicate:

1. Topics for discussion
2. Presenter or discussion leader for each topic
3. Time allotment for each topic provides an outline for the meeting (how long to spend on which topics)



Creating Effective Agendas, Cont.

Management:

- Can be used as a checklist to ensure that all information is covered
- Provides an opportunity to come to the meeting prepared for the upcoming discussions or decisions
- Provides a focus for the meeting

PRIORITIZE!



Setting Expectations

- ▶ Provide Agenda Beforehand
- ▶ Assign Meeting Preparation
- ▶ Assign Action Items
- ▶ Expect Participants to Show Up Prepared



Agenda

- ▶ INCLUDE TIME FOR OWNER INPUT!



Robert's Rules



www.robertsrules.org



Robert's Rules

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Robert's Rules for Small Boards

- The president can make motions and vote on all matters.
- The president can speak on any matter before the board.
- No motion needs to be seconded.
- There can be informal discussion of a subject without a motion being made.
- If a proposal is perfectly clear, a vote can be taken without any motion having been introduced.
- After a general discussion has been held without a motion, action can be agreed upon by unanimous consent without taking a vote at all.



Motions



- ▶ State the Motion – CLEARLY
 - ▶ Consider integrating into the motion a reference to the authority for taking action
- ▶ Debate/Discussion –ORDERLY
- ▶ USE YOUR TOOLS



Emotions



- ▶ Director Emotions
- ▶ Owner Emotions
- ▶ Body Language
- ▶ Escalating Emotions
- ▶ Emotionally-Charged Statements
- ▶ Meeting Environment



Questions?



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