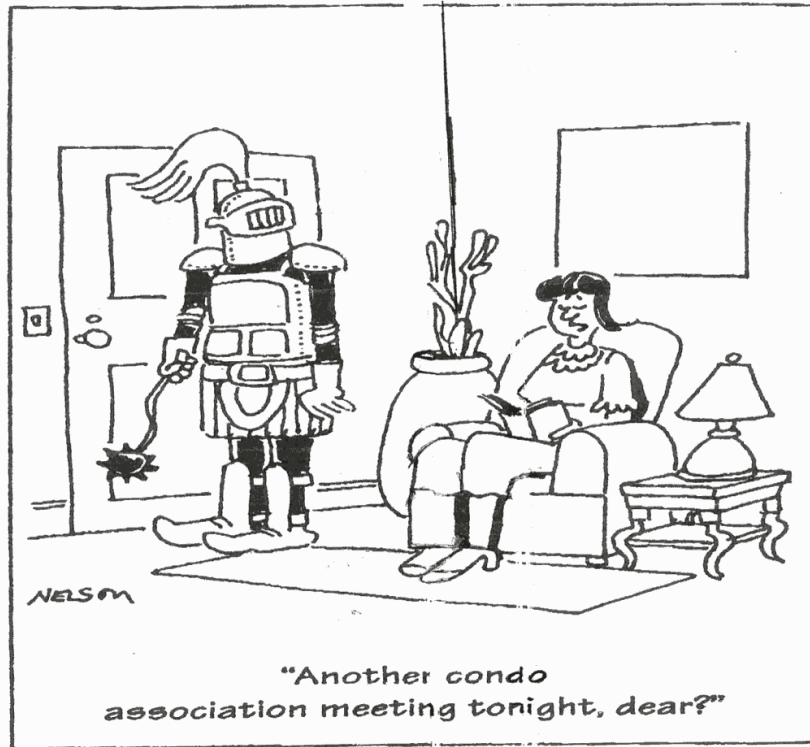




# Running an Effective Condo or HOA Board Meeting

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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](http://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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