

The Board Meeting

Why do we have Board Meetings?

Board meetings keep the membership apprised of chapter activity. The Board of Directors is comprised of up to 7 members. These members are the only members who can vote and have the vote counted. They are responsible to the chapter to make sure business is conducted in the most professional manner and the agenda is consistently reviewed.

Who gets to vote?

Only the following Board Members are allowed to vote:

- President
- Vice-President
- Treasurer
- Secretary
- TipMaster
- Membership Chair
- Immediate Past President

When should we have our meeting?

According to the bylaws, Article VI-Directors, Section 4:

The Board of Directors shall meet the first week of each month on the day prior to the weekly meeting day. A majority of the Board of Directors shall constitute a quorum for the transaction of business. A majority vote of those present (quorum required) shall be necessary to give effect to any action of the Board.

Who should attend?

Any chapter member is allowed to attend the Board of Director meetings. The chapter pays for lunch for the “voting” members only, but remember, every member is invited to attend. If, during a board meeting, an issue comes up concerning “Ethics,” all non-voting members are asked to leave and the meeting is completed with voting members only.

The monthly board meeting schedule is an important Bylaw issue because member participation is invited, but is usually not possible if the meeting is held just before, or right after, the regular chapter meeting. Members who do not own their own company but work for someone else are often prohibited from attending simply because of a time issue.

The Agenda

Those wishing to be placed on the agenda; to address the board or put forth an idea or concern must make prior arrangements with the Vice President. The board will only hear those who are listed on the agenda prior to the meeting. This keeps the meeting on schedule and diffuses any problems the board may encounter because they were not aware of what issues lay before them.

Rules of Order for Board Meetings

The LeTip Board of Directors holds to two sets of rule when conducting meetings: the LeTip Bylaws (which have precedence) and Robert’s Rules of Order. A good reference is “The Complete Idiot’s Guide to Robert’s Rules.” This reference guide is easier to understand than “Robert’s Rules of Order.” Knowing these simple rules of conduct will help you run a professional meeting and keep conflicts to a minimum.

A meeting always starts with a written agenda. Below is a copy of an agenda to use as a sample for your own meetings.

- I. Call the meeting to order
- II. Read the minutes from the previous meeting and call for the motion to approve the minutes.
- III. Pass out the written Tip Report, Attendance Report and the Treasurers Report.
- IV. Review the Reports
 - a) Vote on each report individually, make any corrections
 - b) Amend the vote if necessary
- V. Old Business
- VI. New Business

Any member wanting to address the board must be placed on the agenda in order to speak to the board with his/her questions or concerns. To be included on the meeting agenda, members should submit all issues in writing to the Vice President prior to the meeting. Examples of issues: business, after hours mixers, warning or termination letters, committee assignments
- VII. Adjourn the meeting. (Always list time of adjournment.)