

ADDENDUM - PWV BOARD MINUTES
November 21, 2013
PWV BOARD MEETING PROCESS

PRIMARY OBJECTIVES OF BOARD MEETINGS (Chair's priorities)

- 1) Important **issues** are debated, timely decisions made and documented.
- 2) BOD officers and Committee Chairs present timely updates on plans and actions.
- 3) Board is kept apprised on PWV activities important to the organization.
- 4) All PWV members are welcome to attend and participate in Board meetings.
- 5) All PWV members have a fair and equal opportunity to participate in meetings.

PROCESS

- 1) **By end of day Friday**, before Board meeting, members asked to **submit to Chair**:
 - a) all items they want to have on proposed Agenda. **Note:** If agenda item requires a Board decision, a clear statement of a motion needs to be provided, in writing.
 - b) any item of interest they want shared by the Board.
- 2) Notice from members advising if they CANNOT ATTEND Board meeting.
- 3) A couple days prior to Board meeting, Chair will Email to Board the proposed Agenda and Information Sharing (which includes statement of all motions proposed).

AGENDA (Robert's Rules of Order are followed as a guideline)

- 1) Approval of prior month's minutes (final draft)
- 2) Treasurer's Report
- 3) At start of meeting, the Proposed Agenda is reviewed, adjusted and adopted by the Board..
- 4) The Adopted Agenda is based on the following general outline:
 - Welcome of Guests & Board Members
 - Adoption of Agenda
 - Approval of Minutes
 - Reports of Officers
 - Chair
 - USFS-PWV Liaison
 - Treasurer
 - Other Officers (by request of those officers)
 - Reports of Committees (by request of committee chair or BOD)
 - Unfinished Business
 - New Business
 - Agenda items that require approval by vote
 - Agenda items that do not require approval by BOD vote. (Speaker leads discussion and has member participation as determined appropriate by the speaker.)

Regarding MOTIONS:

- Motion stated before any discussion. Motion of any complexity is required in writing.
- Only Board of Directors second motions & vote on motions.
- Debate on motion requires recognition of speaker by Chair before speaking.
- First speaker is the one who makes the motion.

- Typically speakers are given the opportunity to have the floor twice.
The second time is after everyone else who wishes to speak has had an opportunity.
- Interruption of speakers with rebuttals or supporting views is not appropriate.
- Interruptions for clarification are appropriate.
- On controversial issues, Chair will attempt to alternate order of speakers with opposing views.
- Speakers who wish to change motion do so by stating amendment to the motion.
- All PWV members at meeting are given a fair and equal opportunity to participate in each debate.