

Federal Hill Neighborhood Association, Inc.

Meeting Procedures Policy

Adopted by the FHNA Board on February 9, 2017

This policy is meant to be a general guide to the way Federal Hill Neighborhood Association, Inc. (FHNA) governs its board and membership meetings, with the goal of maintaining order and conducting business in an effective and efficient manner.

1. Notice of Meetings

- a. Notice shall be governed by FHNA's bylaws.
- b. A calendar noting the dates for all regularly scheduled board and membership meetings for the calendar year shall be published in each issue of *The Hillsider* as well as on the FHNA website.

2. Meeting Agendas

- a. For Board Meetings, the President has the sole discretion for determining the agenda.
- b. For Membership Meetings, the President shall draft an agenda and present that draft agenda to the Board for discussion, modification (if any), and approval. Once the Board has approved the agenda, it shall be distributed to the Membership.
- c. Requests for items to be placed on the agenda for a Membership Meeting may be submitted by Members at least 14 days ahead of the Membership Meeting in question.

3. Meetings

a. Typical Order of Business at Board and Membership Meetings

The general order of business at Meetings will be as follows; however, the chairperson (typically the President, or the Vice-President, if the Vice-President is chairing the meeting) has the authority to deviate from this order in his or her discretion:

- i. Call to order
- ii. Approval of the minutes of the previous meeting
- iii. Treasurer's report
- iv. Presentations by invited guests
- v. Committee reports
- vi. Unfinished business
- vii. New business as included on the agenda
- viii. New business from the floor (if time permits)
- ix. Adjournment

b. Voting

- i. Any person with voting rights at any meeting (Board or Membership) may call for a vote on an issue by proposing a motion. This motion will typically include the language, "I move..." or "I make a motion..."
- ii. Any motion to be taken to a vote must be seconded by another person with voting rights at the meeting.

- iii. Once seconded, there shall be a discussion period as to the merits of the motion, for and against.
 - iv. Friendly amendments (amendments which are generally agreed upon by all parties as an improvement to the original motion) are permitted, if agreed to by the person who made the motion and the person who made the second.
 - v. Once on the table, a motion must be: 1) voted either up or down; 2) tabled to the next meeting (with agreement from the person who made the motion and the person who seconded); or 3) withdrawn (by the person who made the motion).
 - vi. No additional motions may be made while one motion is still on the table.
 - vii. At the conclusion of the discussion on a motion, the meeting chairperson will call for a vote by a show of hands of those with voting rights. All persons with voting rights at the meeting will be permitted to vote for or against, or to abstain. In limited situations, per the discretion of the meeting chairperson, the vote may be taken by secret ballot. The Secretary (or his or her designee) will be responsible for counting secret ballots.
4. General Decorum
- a. Persons wishing to speak at a meeting must first be recognized by the meeting chairperson.
 - b. The meeting chairperson may ask disruptive persons to settle down or to leave.
 - c. Items not on the agenda may be addressed during New Business, if time permits and at the sole discretion of the meeting chairperson.
5. Board Election Procedures
- a. Announcement of Election: Two months prior to the election of the Board of Directors, an announcement will be made about the upcoming election and the process for nominations. This will be repeated one month before the election.
 - b. Nomination Process: Nominations must be made at least ten days prior to the meeting where the election will be held. Two people must nominate the same person for that person to be duly nominated. Nominations will be listed on the meeting agenda. No nominations will be accepted from the floor.