

HOAMCO – *Best Practices*



Conduct of Board Meetings

Parliamentary procedure is a set of rules for conduct of meetings. Experience demonstrates that this can be a very effective decision making method in a group setting. Some boards may elect to use Robert’s Rules of Order as their method of conducting business, especially if it is called for in the association bylaws. If this is the case, the board should be trained in that method of conduct.

Parliamentary procedure recognizes a few basic principles of conduct for *every* meeting:

- Order: A board should consider one item of business at a time.
- Courtesy: The rights of the individual should be respected and protected.
- Majority rule: The will of the majority should decide issues.
- Protection of Rights: The rights of the minority should be protected.
- Justice: Everyone is entitled to a fair hearing of his or her position. A board should not act on an issue during the same meeting in which it was raised—unless it is an emergency or a very minor matter. The principle of justice requires that all sides be heard before a decision is made.

A **motion** is a proposal that the board take a stand or take action on a specific matter. A board of directors may consider ideas from committees, board members, or owners. However, only board members can actually make a motion. Motions should be made only for items listed on the agenda. All motions passed during a board meeting are recorded in the minutes with the exact wording of the motion, name of person making the motion, result of the vote, and dissenting minority vote—if those dissenting ask that it be recorded.

In addition, any recommendations from committees should be in writing and given to the secretary to place in the minutes.

The sample below provides a brief summary of the basic steps in making motions.

Sample Parliamentary Procedures

TO MAKE A MOTION:

- Maker must be recognized by Chairperson
- Maker then states, “I move...”
- A second to the motion is required
- The maker of the motion has the right to speak first
- The maker also has the privilege of speaking last before the vote
- The Chairperson recognizes each person before he or she speaks

TO AMEND A MOTION:

- Requires a second
- Amendment can be debated and can be amended
- Majority vote is needed to approve the amendment
- Vote on the amendment before voting on the original motion

TO TABLE A MOTION:

- Requires a second
- No debate is allowed
- No amendments to the tabling motion can be made
- Majority vote is required to pass the tabling motion
- Can set a definite date for reconsideration

TO ADJOURN A MEETING:

- Requires a second
- Not debatable
- Cannot be amended
- Majority vote is needed to pass

TO TAKE A MOTION FROM THE TABLE:

- Requires a second
- Not debatable
- Cannot be amended
- Majority vote is needed to pass