Frequency? Board Size?

Board Meetings

E.L.M.O.
"Enough – let's move on."

"I didn't say anything during the meeting, but I don't agree with the rest of the Board on this issue."

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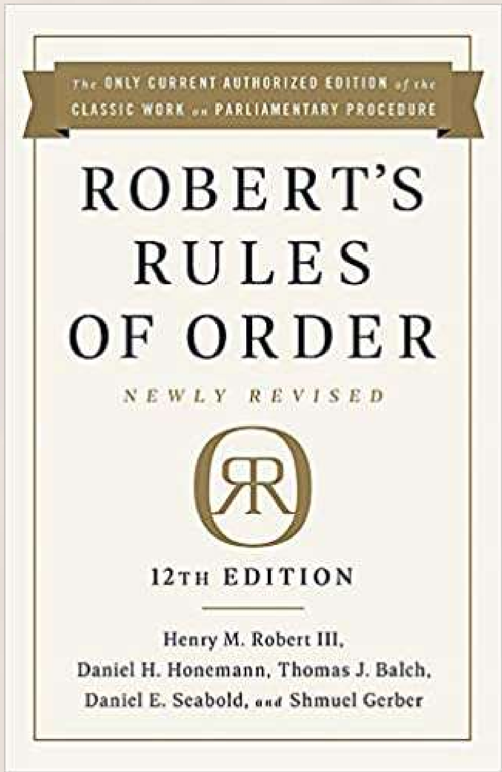
Parliamentary Procedure



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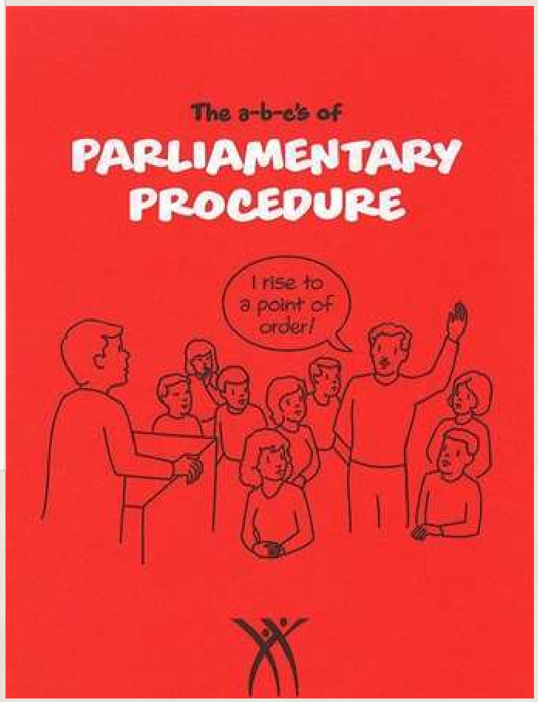

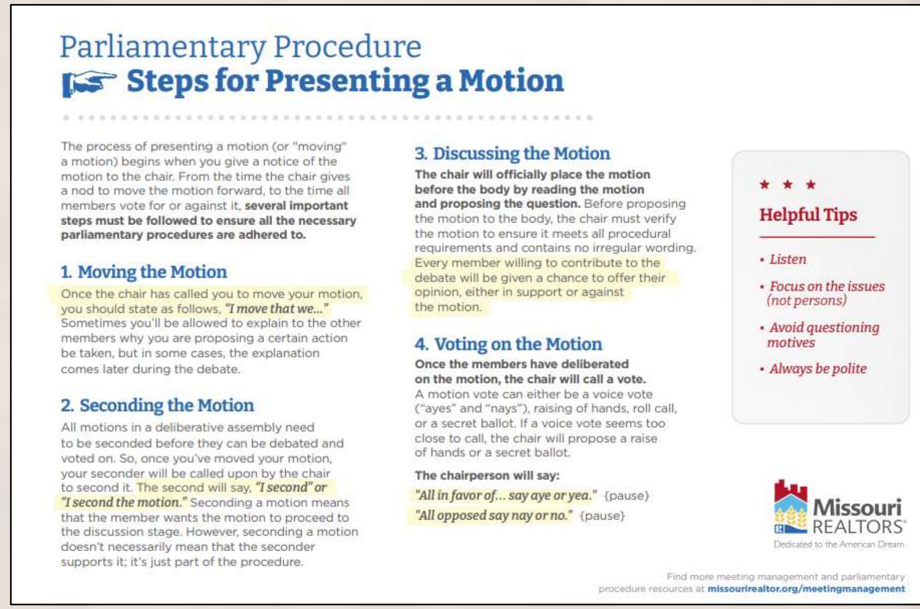

Parliamentary Procedure
Steps for Presenting a Motion

The process of presenting a motion (or "moving" a motion) begins when you give a notice of the motion to the chair. From the time the chair gives a nod to move the motion forward, to the time all members vote for or against it, **several important steps must be followed to ensure all the necessary parliamentary procedures are adhered to.**

1. Moving the Motion

Once the chair has called you to move your motion, you should state as follows, *"I move that we..."* Sometimes you'll be allowed to explain to the other members why you are proposing a certain action be taken, but in some cases, the explanation comes later during the debate.

2. Seconding the Motion

All motions in a deliberative assembly need to be seconded before they can be debated and voted on. So, once you've moved your motion, your seconder will be called upon by the chair to second it. The second will say, *"I second" or "I second the motion."* Seconding a motion means that the member wants the motion to proceed to the discussion stage. However, seconding a motion doesn't necessarily mean that the seconder supports it; it's just part of the procedure.

3. Discussing the Motion

The chair will officially place the motion before the body by reading the motion and proposing the question. Before proposing the motion to the body, the chair must verify the motion to ensure it meets all procedural requirements and contains no irregular wording. Every member willing to contribute to the debate will be given a chance to offer their opinion, either in support or against the motion.

4. Voting on the Motion

Once the members have deliberated on the motion, the chair will call a vote. A motion vote can either be a voice vote ("ayes" and "nays"), raising of hands, roll call, or a secret ballot. If a voice vote seems too close to call, the chair will propose a raise of hands or a secret ballot.

The chairperson will say:

"All in favor of... say aye or yea." {pause}

"All opposed say nay or no." {pause}

★ ★ ★

Helpful Tips

- *Listen*
- *Focus on the issues (not persons)*
- *Avoid questioning motives*
- *Always be polite*

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Find more meeting management and parliamentary procedure resources at **missourirealtor.org/meetingmanagement**

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Board Agenda - example[1]

Call to Order, Introductions

Legal Notices (conflict of interest, confidentiality, antitrust)

Consent Reports (acceptance, questions)

Oversight (*administrative details* to report)

- Minutes
- Finances

Insight (focus on the *strategic goals*; progress updates, significant reports, situations)

- Advocacy, Government Relations
- Participation and Engagement
- Growth
- Programs and Events

Foresight (focus on the *future, vision*, opportunities)

Adjourn

[1] Development of the board agenda is done in partnership between the elected board chair and the executive director. It is a prerogative of the board chair to design an agenda that efficiently advances the mission and goals. Avoid the statement, "We've always done it this way." [Idea credit PSW.]

Oversight – board needs to be informed.

Insight – focus on motions and the strategic goals.

Foresight – looking at 3-5 year future; inspiration; innovation

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Multi Function Agenda

Features

CONFLICTS OF INTEREST	ANTITRUST AVOIDANCE	CONFIDENTIALITY
There is a fiduciary duty to disclose any conflict or potential conflict of interest at the meeting. Should a conflict arise, please inform the CEO.	State and federal laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusals to deal, market division, tying relationships and other topics which might infringe upon antitrust regulations. No such exchange or discussion will be tolerated during this meeting or in informal discussions during breaks, meals or social gatherings.	Meeting discussions and handouts are for the purpose of discussion and deliberation. Please respect confidentiality after the meeting and recognize the CEO is the spokesperson for the board unless otherwise specifically indicated.

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Our Mission

…to advance and protect the profession and community through advocacy, education and member engagement

The Board Agenda

Call to Order, Confidentiality, Conflicts of Interests, Antitrust[1]

Minutes – Motion to *Approve*

Financial Report – Motion to *Accept*

Consent Agenda[2] – Motion to *Accept Reports*

Strategic Plan Goals Discussions *(for example)*:

- Advocacy and Government Relations
- Knowledge and Training
- Workforce Solutions
- Member Engagement and Value
- Organizational Excellence

Mega Issue[3]

Unfinished Business

~~New Business~~[4]

What's Next[5]?

Adjournment

PAC Contribution

Foundation

---

[1] REMINDERS: Board chair advises directors to respect confidentiality, disclose conflicts of interest (IRS concern), avoid antitrust violations (FTC concern).

[2] Reports are distributed in advance of meeting for review and questions; made accessible in board-portal, attachments, or hyper-links. Reports requiring action can be returned to the regular agenda. (Reduce time listening to reports in order to address the goals and produce significant outcomes.)

[3] Mega Issue: At the board chair's options, a key topic worthy of discussion and development.

[4] New Business should be presented to the elected board chair and/or executive *before* the meeting, not the end of the meeting.

[5] What's Next – Recap of decisions and expectations before adjourning.

Organization: Consider the model of dividing agenda into 3 sections: Oversite (administration, consent), Insight (perspectives, progress), and Foresight (future, vision).

Sample **QR Codes** to invite directors to contribute to PAC and/or Foundation.

bob@rchcae.com

The Functional Agenda

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Meeting Minutes

1. NO Audio Recordings
2. No Side Bar Conversations
3. Motion Maker?
4. Protect Organization w/ Self Serving Statements
5. Distribution Policy
6. **Committee Minutes**, too.

Tracking Director Contributions

Indio Chamber of Commerce Nominating Committee
Annual Board of Directors Evaluation

Please fill in the following values into the Chart Accordingly:
1-Poor | 2-Fair | 3-Good | 4-Very Good | 5-Exellent

CATEGORIES	Bonner, Joshua	Brakebill, Andy	Callaway, Helen	Chalmers, Rodney	Curry, Dr. Frank	Dibley, Jim	Madick, Ray	Schneider, Bob	Schneider, Jason	Sanchez, Steve	Swarthout, Patrick	Thompson, Thaddeus	Tremblay, Jill	Ward, Valerie	
Board Meeting Attendance															
Board Meeting Participation/Interaction															
Committee Involvement															
Event Attendance															
Event Volunteerism															
Communication with President/CEO & Fellow Board of Directors															
Time/Talent/Treasures															
Recruitment of Members															
Promoting Chamber Continuously															
Chairman of a Committee															
Social Media (F) friendly															
Total Points															
Average Score															

Comments:

Scorecard - Board of Directors

(As of October 28,)

									Qtrly Board Meeting Attendance			
First Name	Last Name	PAC Contribution	Advocacy Fund Contribution	Stars of the Industry	Committee Engagement	Charitable Initiative	Foundation Contributor	Recruited Members	Annual Meeting	Monday, February	Wednesday, June	Monday, October
		✔		✔		✔	✔		✔	✔	✔	✔
		✔	✔	✔		✔	✔		✔	✔	✔	✔
		✔		✔	✔	✔	✔		✔	✔	✔	✔
			✔								✔	✔
		✔				✔			✔	✔	✔	✔
		✔		✔	✔	✔	✔		✔	✔	✔	✔
		✔	✔	✔	✔				✔	✔	✔	✔

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BOARD EVALUATION

"It offends me that they are now talking about evaluating our performance. They seem to forget we are volunteer board members."

Board evaluation is an approach to improving *governance* --- with the intent to maintain a high performing board. The chief elected officer (not staff) leads the process. Input will be treated with confidence.

ate your understanding of and offer mmendations for these governance cts.	Very Comfortable	Somewhat Comfortable	Somewhat Uncomfortable	Very Uncomfort-able	Not Sure N/A
ion and Strategic Direction					
3oard efforts advance the mission, vision, alues and goals.					
he strategic plan portrays an image of the rganization in 3, 5 or 10 years.					
leetings and agendas are organized to chieve the mission and goals (and avoid perating matters.)					
ments:					
erning Documents					
3oard understands and upholds all governing locuments.					
olicies are adopted and followed to guide urrent and future leaders.					
ments:					
ership, Succession and Transparency[1]					
3oard selection process is transparent and nsures leadership succession.					
3oard orientation and self-assessment is ufficient.					
lew ideas and people are respected.					
ments:					
geting, Finances and Infrastructure					
3oard adopts annual budget and is engaged in nonitoring finances.					
10. Reserves/savings and investment strategies are appropriate.					
11. Financial reports are clear, accurate and timely.					
12. Annual audit and auditor's recommendations are reviewed.					

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1. Budget
2. Strategic Plan Progress
3. CEO (not staff)
4. Board Performance

SCAN ME

RCH RobertC

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CTA Questions - Submitted

1. Are positions paid on the board of directors?
2. How to get board members more engaged?
3. How to recruit competent board members?
4. What are our goals for 2025-26?
5. Board meetings on Zoom or in-person?
6. What size is your board?
7. Added insurance coverages?

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Challenges

"I just have a question."

Executive Sessions

Analysis Paralysis

Doesn't Read Anything (unprepared)

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Challenges

Which Hat Are You Wearing?

Rump Sessions

Group Think

MIA-AWOL Quorum

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Mission and Brand Platform

- **Mission Statement** – Purpose

- **Vision Statement** – Intended Outcome

- **Values** – Guiding Principles

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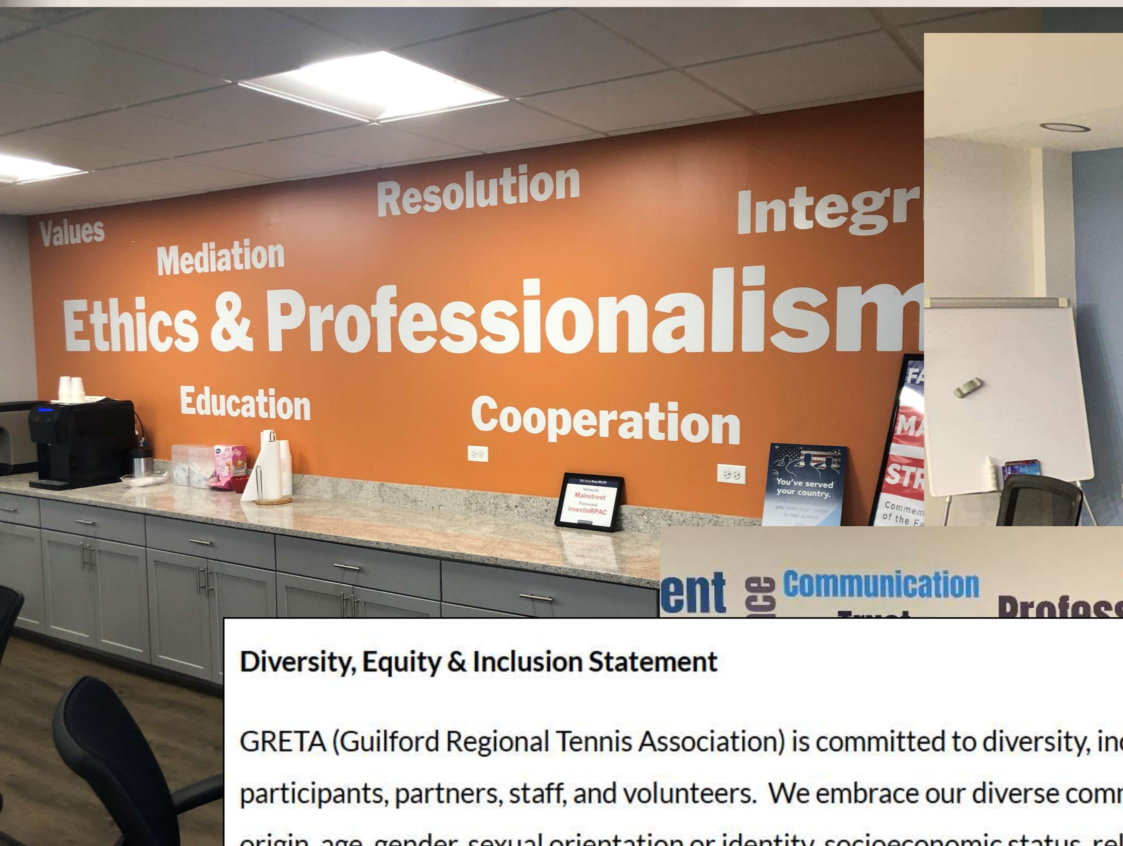
Organizational Values



Diversity, Equity & Inclusion Statement

GRETA (Guilford Regional Tennis Association) is committed to diversity, inclusion, and gender equity for our players, program participants, partners, staff, and volunteers. We embrace our diverse community, including but not limited to race, ethnicity, national origin, age, gender, sexual orientation or identity, socioeconomic status, religious and political beliefs, and physical abilities or attribute experience the great game of tennis. We seek to establish and foster an inclusive environment by delivering programs and developing partnerships that welcome the inherent differences in everyone, recognizing that these differences enhance and grow our tennis community.

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USTA North Carolina Strategic Pillars

USTA North Carolina Strategic Pillars

Organizational Excellence

Employ sound fiscal management while requiring financial accountability.

Broaden technology and project management planning for operational competencies, service improvement and disaster recovery.

Conduct respective succession plans to recruit, develop and retain staff and volunteers.

Infrastructure

Work with local communities to construct and maintain tennis facilities available to the most people.

Assist rural and under-resourced communities lay the foundation for local tennis organization and play.

Coordinate and deliver digital infrastructure for all stakeholders.

Programming

Provide and publicize quality programming to grow participation for all ages and abilities.

Support recruitment, training, retention and education of new and existing coaches, instructors, officials and tournament directors.

Actively engage schools and public parks to facilitate tennis participation.

Hospitality

Provide a welcoming atmosphere for all.

Encourage active participation on the court and in the organization.

Foster fearlessness, transparency, trust and exchange of ideas.

Cultivate a societal commitment to touching lives through tennis.

Community

Engage all ages and populations by providing tennis opportunities.

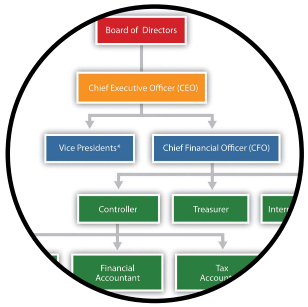
Advocate for tennis locally, statewide, and beyond.

Enhance player experience by providing coaching, social connections, and fun opportunities.

Collaborate, connect and communicate with Community Tennis Associations, other USTA partners and stakeholders.

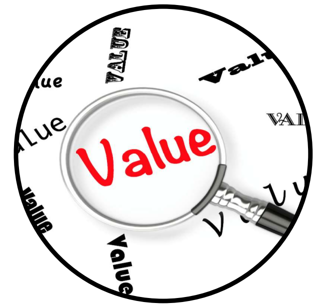
Purposes of a Plan

Guide Transitioning Boards



Empower the Staff

Align Resources & Committees



Communicate Value

2026-2027

Our mission is to promote and develop the game of tennis in North Carolina.

STRATEGIC PLAN TERMINOLOGY	COMMUNITY	PROGRAMMING	HOSPITALITY	CTA ORGANIZATION	
Mission – Purpose for existence; submitted to IRS. **Vision** – Inspiring, organizational aspiration. **Values** – Guiding principles. **Goals** – The core competencies to achieve the mission. **Strategies** – Program and priorities requiring resources to advance the goals. **KPIs** – Performance metrics to monitor progress. **Committees** – Aligned; support work of board and staff. **Program of Work** – Tracking accountability and deadlines.	Maintaining a strong community for tennis.	Facilitating events and tournaments for all.	Welcoming all persons to participate.	Leading and growing a tennis association known and respected in the community.	
	A. Strategy/Priority B. C. D.	A. Strategy/Priority B. C. D.	A. Strategy/Priority B. C. D.	A. Strategy/Priority B. C. D.	
Alignment with Committees and Task Forces >>>					

Bob H USTA NC Template

CTA Questions

1. Are positions paid on the board of directors?
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20-Page Board Workbook

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Contents

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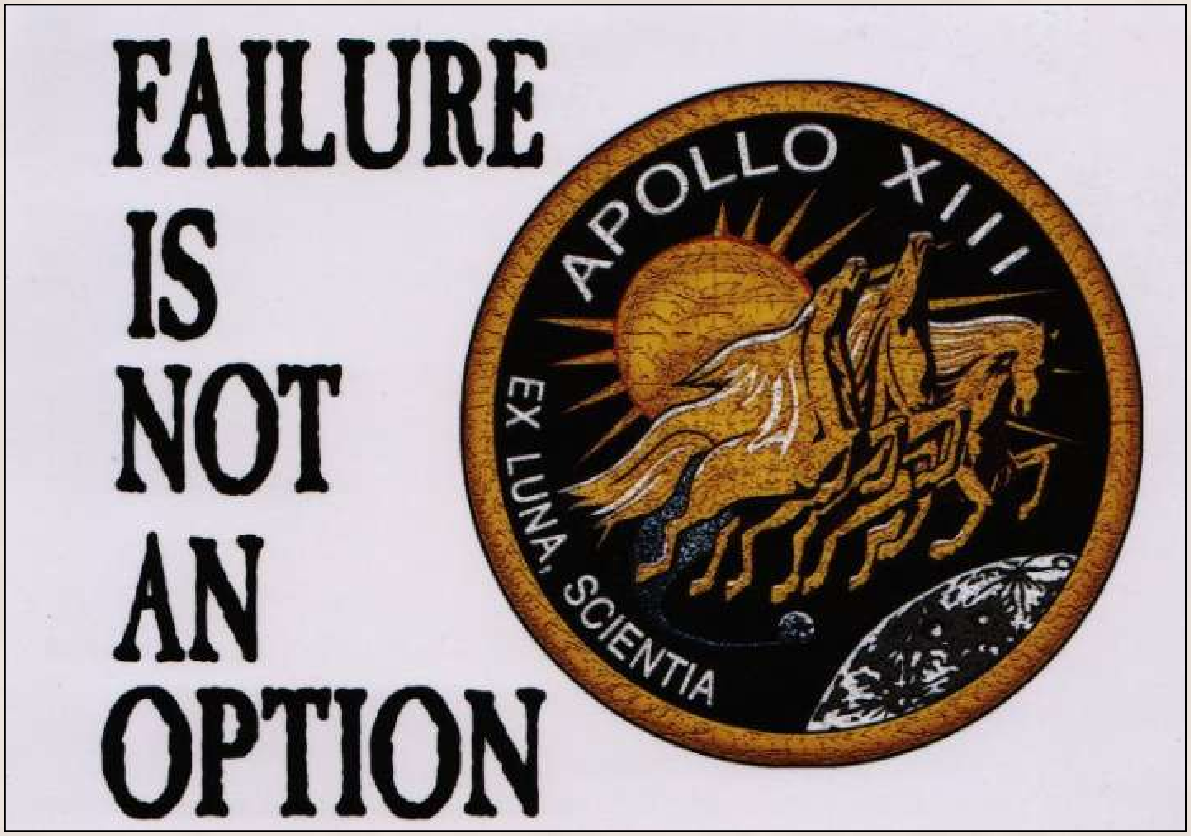

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