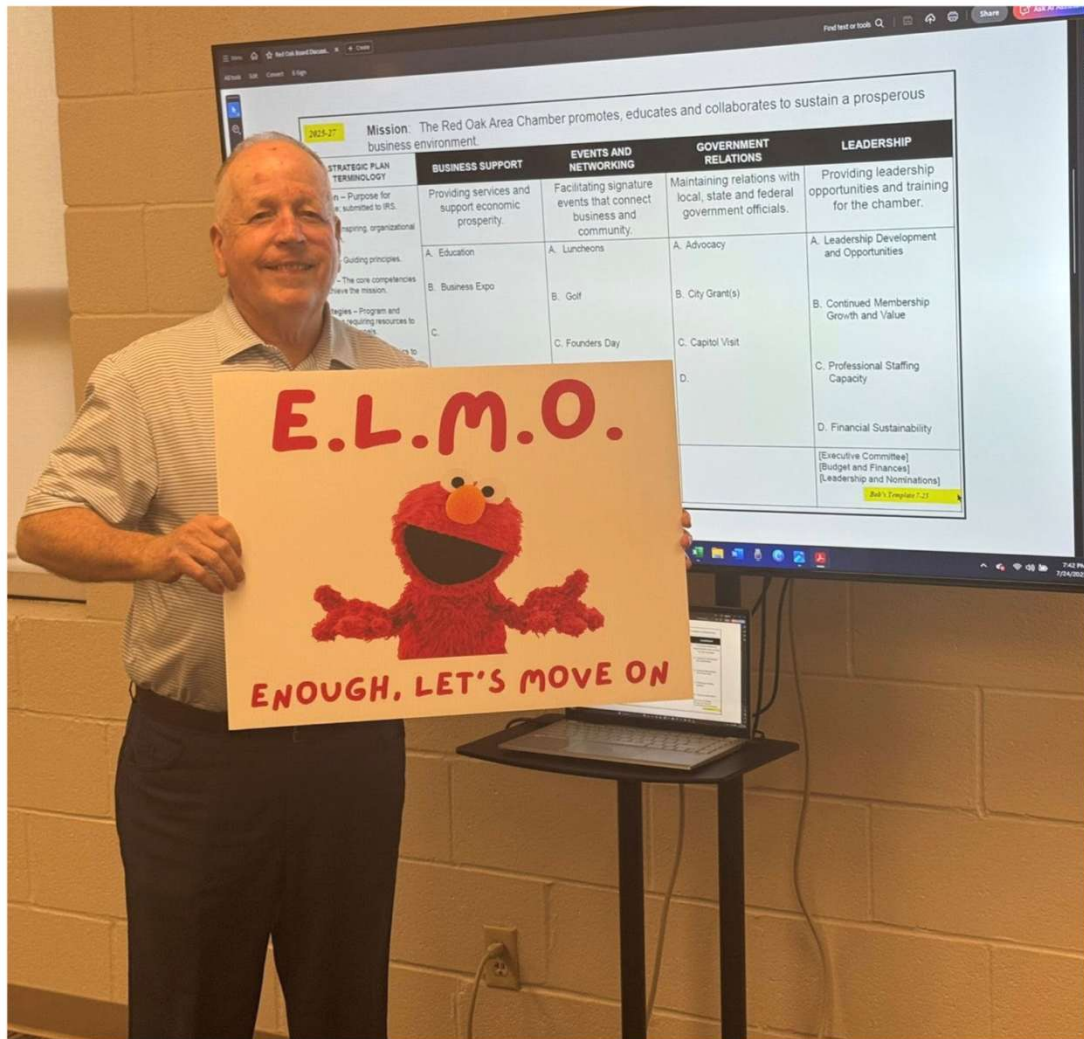


# **Smart(er) Board Meetings**



US  
NORTH CAROLINA



CAE  
INVESTMENT SERVICES, CAE

TO ADVANCE THE SUCCESS OF THE HOME  
MEDICAL EQUIPMENT PROVIDERS THROUGH EXCELLENCE,  
ADVOCACY AND IMPROVED PATIENT OUTCOMES

### NYMEP MISSION:

TO ADVANCE THE SUCCESS OF THE HOME  
MEDICAL EQUIPMENT PROVIDERS THROUGH EXCELLENCE,  
ADVOCACY AND IMPROVED PATIENT OUTCOMES

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TO ADVANCE THE SUCCESS OF THE HOME  
MEDICAL EQUIPMENT PROVIDERS THROUGH EXCELLENCE,  
ADVOCACY AND IMPROVED PATIENT OUTCOMES

TO ADVANCE THE SUCCESS OF THE  
MEDICAL EQUIPMENT PROVIDERS THROUGH  
ADVOCACY AND

TO ADVANCE THE SUCCESS OF THE  
MEDICAL EQUIPMENT PROVIDERS THROUGH  
ADVOCACY AND



#### Mission:

The Colorado Restaurant Association is dedicated to the



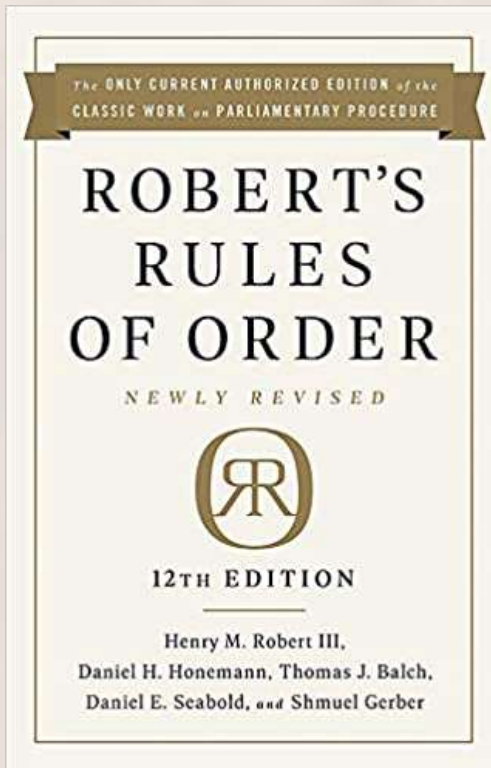
#### Mission:

The Colorado Restaurant Association is dedicated to the  
enhancement and success of Colorado's foodservice industry.





# Parliamentary Procedure



16 pages  
[www.channingbete.com](http://www.channingbete.com)



## 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 seconder 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



Find more meeting management and parliamentary procedure resources at [missourirealtor.org/meetingmanagement](http://missourirealtor.org/meetingmanagement)



# Multi Function Agenda



## CONFLICTS OF INTEREST

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.

## ANTITRUST AVOIDANCE

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.

## CONFIDENTIALITY

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.



*Craft a board agenda that works, reducing time on reports, elevating focus on the mission and goals.*

## 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 Interest, Antitrust<sup>1</sup>

Minutes – Motion to *Approve*

Financial Report – Motion to *Accept*

Consent Agenda<sup>2</sup> – 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<sup>3</sup>

Unfinished Business

New Business<sup>4</sup>

What's Next<sup>5</sup>?

Adjournment



PAC Contribution



Foundation

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

<sup>2</sup> 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.)

<sup>3</sup> Mega Issue: At the board chair's options, a key topic worthy of discussion and development.

<sup>4</sup> New Business should be presented to the elected board chair and/or executive before the meeting, not the end of the meeting.



## Board Agenda - example<sup>1</sup>

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|

<sup>1</sup> 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.

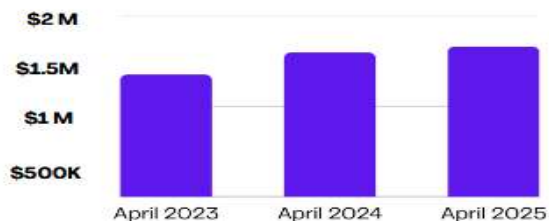
**Insight** – focus on motions and the strategic goals.

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

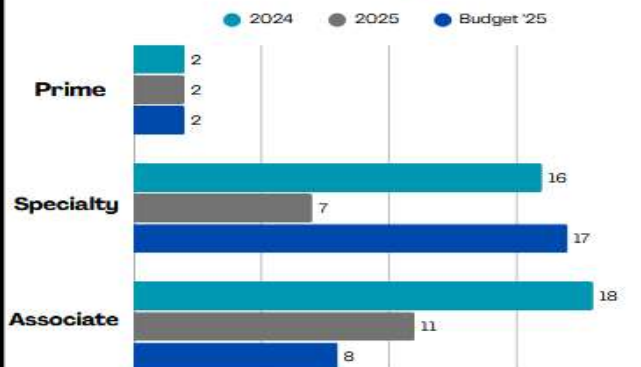


# AGC KENTUCKY CHAPTER THE CONSTRUCTION ASSOCIATION

## Investments



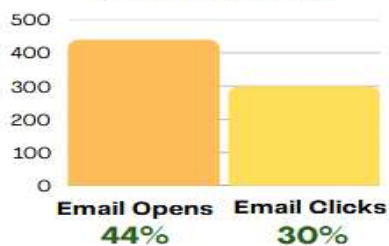
## New Members



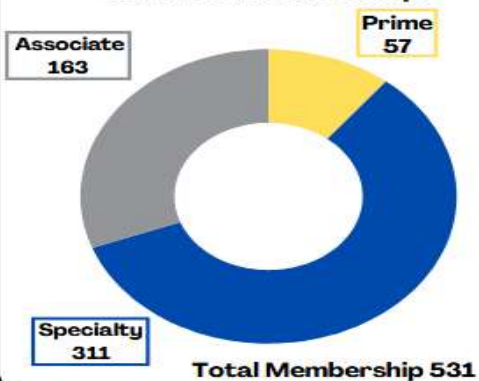
## Kentucky PAC



## Communication

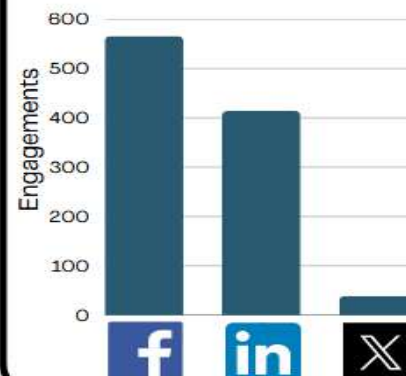


## Current Membership

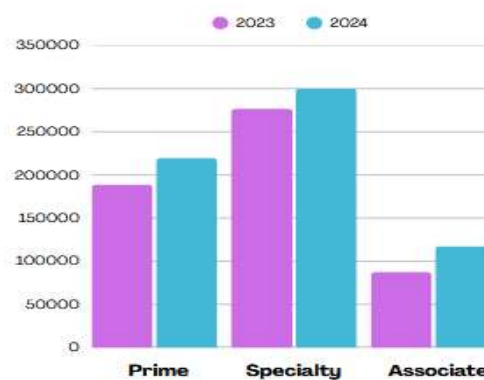


## Dashboard / May

### Social Media Followers



### Dues Collected per year



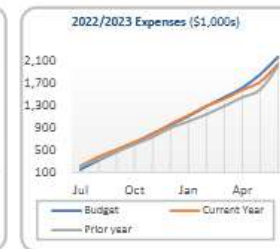


“If you cannot  
measure it, you cannot  
improve it.”

# Dashboards KPIs - Performance

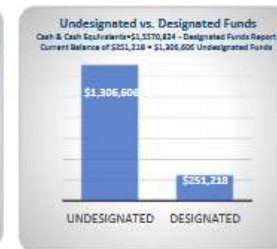


## Arkansas Bar Association Monthly Dashboard Report 6/29/2023



|             | YTD Actuals  | YTD Budget   | Variance     |
|-------------|--------------|--------------|--------------|
| Income      | \$ 2,075,917 | \$ 1,911,865 | \$ 164,052   |
| Expense     | \$ 2,033,295 | \$ 2,160,828 | \$ (127,533) |
| Profit/Loss | \$ 42,623    | \$ (248,963) | \$ 291,586   |

| Annual Budget |
|---------------|
| \$ 1,911,865  |
| \$ 2,160,828  |
| \$ (248,963)  |



|             | MY YTD Actuals |
|-------------|----------------|
| Income      | \$ 50,145      |
| Expense     | \$ 14,647      |
| Profit/Loss | \$ 35,498      |

|             | CLE YTD Actuals |
|-------------|-----------------|
| Income      | \$ 135,409      |
| Expense     | \$ 38,386       |
| Profit/Loss | \$ 97,023       |





# 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.