

**HIGHLAND HILLS MAINTENANCE COMMISSION  
Board of Trustees**

BOARD POLICY NO: 1-3

Dated: 1 Dec 1993

Last Revised: 19 Nov 2006

(Notice: This Policy supersedes all previous HHMC Board actions related to this subject)

**TITLE: GENERAL ADMINISTRATION: RULES GOVERNING BOARD  
MEETINGS**

**PRIMARY RESPONSIBILITY: HHMC SECRETARY**

**REFERENCES:**

- 1) HHMC Board meeting minutes, 1 December 1993
- 2) By-Laws as amended, Article V, Section 6
- 3) RCW 9.73.030

**PURPOSE:**

Ensure timely attention to issues. Have an informed Board. Maintain order at meetings of the Board of Trustees.

**AGENDA PREPARATION:**

1. Items requiring Board discussion or action should be included on the Agenda and identified as such.
2. Board members and Committee Chairpersons should provide agenda items to the Secretary no later than seven (7) calendar days prior to the meeting. This allows time for the Secretary to prepare the agenda and deliver it to Board members. Agenda items submitted should include the necessary information and references applicable to the requested action.
3. The Secretary should provide Board members and others (as required) with the meeting agenda no later than four (4) days prior to the meeting date.
4. Information items presented orally at Board meetings (such as Committee reports when requested by the Board) do not require Board action and are not required by the Secretary prior to the meeting. No report is required, oral or written, if a committee has had no activity the month preceding the Board meeting.

5. Written information items or reports not requiring Board action that are read to the Board by a Board member or Committee chairperson should be submitted to the Secretary for the record following the recitation for inclusion in the meeting minutes.

#### **AGENDA OUTLINE - MONTHLY BOARD MEETINGS:**

1. Determination of a quorum, meeting called to order.
2. Audience comments on current listed agenda items - Audience participation\*
3. Additions or changes to the agenda
4. Approval of the minutes of the previous meeting
5. Treasurers report
6. Committee reports
7. Unfinished business
8. New business
9. Open forum - Audience participation\*
10. Adjournment

#### **\*Audience Participation at Board of Trustees Meetings - limited to the following:**

1. **Audience comments on current listed agenda items** - Commission members in the Audience wishing to make comments relative to the current listed AGENDA items are asked to sign up to do so before the meeting. A **twenty minute** period for audience input relative to the current listed agenda items will be divided among those speakers who signed up to speak, with a maximum time allotment per individual of five (5) minutes.
2. **Open Forum** - Commission members in the audience wishing to make comments relative to NEW ISSUES or concerns are asked to sign up to do so before the meeting. A **twenty minute** period for audience input relative to new issues or concerns will be divided among those speakers who signed up to speak, with a maximum time allotment per individual of five (5) minutes. New issues or concerns raised by members may be considered on the next months agenda.
3. **Before a vote is taken**, and after a motion of substance (not procedure) has been fully debated by the Board of Trustees, the Chair may call for individual Commission members of the audience to make brief comments. The Chair determines those motions in which audience participation is appropriate. Time allotment, one (1) minute per individual.

## **ELECTRONIC OR STENOGRAPHIC RECORDINGS:**

To protect the privacy of HHMC's internal affairs and HHMC's proprietary interest in the information generated in the course of those affairs, and to promote free discourse at HHMC Board meetings: With the exception of the Secretary (or Secretary pro tempore for a particular HHMC Board meeting), and except as the Board may otherwise approve, no member, agent of a member, or other third party may hereafter make or cause to be made, or hereafter use or caused to be used (whenever made), any electronic or stenographic recording of an HHMC Board meeting or any portion thereof. A "stenographic" recording is one written in shorthand or taken as verbatim dictation, whether manually or using a machine; it does not include longhand notes. Violation of the foregoing record-making provision will subject the violator (and, if the violator is an agent and his or her principal is also present, his or her principal) to expulsion from the Board meeting and to penalty under Board Policy 1-4. Violation of the foregoing record-using provision will, in addition to all available legal remedies for enforcement, including without limitation injunctive relief, cause the violator (or, if the violator is an agent, his or her principal) to be subject to penalty under Board Policy 1-4. Electronic or stenographic recordings made by or for the Secretary (or Secretary pro tempore for a particular HHMC Board meeting) shall be destroyed, erased or copied over once the minutes of such meeting have been approved by the Board.

## **PROTOCOLS - PARLIAMENTARY PROCEDURE**

### **BASIC RULES OF ORDER**

1. **Speak only when recognized by the chair.** - raise one's hand, do not speak until requested to do so by the Chair.
2. **Address all questions and comments to the chair.** - All members speaking at HHMC Board Meetings should address their comments directly to the Chair and not to each other.
3. **Speak one time to a subject.** - Follow up comment by the same individual during a discussion session should be limited to clarification of the original comment.

### **MAKING A MOTION**

1. Board member asks to be recognized.
2. The Chairman recognizes the member.
3. Member states a motion.
4. Another Board member, without waiting to be recognized, seconds the motion.
5. The Chairman repeats the motion and calls for discussion. Board members discuss the motion.

\*Audience Participation - at the conclusion of discussion by Board Members in motions of substance (not motions of procedure), the Chair may call for comments from Commission members in the audience. Time limit - (1) one minute per individual.

6. The Chairman closes discussion and puts the motion to a vote.

7. The Chairman determines the results and announces the outcome.

## **AMENDMENTS TO A MOTION**

An amendment to a motion is made by following the same steps listed above. Once a member is recognized by the Chairman, he/she states the amending motion by saying how she/he wants to change the first, or main, motion. An amendment must be made before the final vote is taken. Amendments may be made in any one of three ways: (1) by adding words, (2) by dropping words, or (3) by substituting new words for some of the original words.

## **AMENDING AN AMENDMENT**

In a meeting where parliamentary procedure is being used, only two amendments may be offered as motions before one of them must be voted upon. Only one motion at a time may be discussed, and they are voted upon in order, beginning with the last motion made.

MAIN MOTION:

1ST AMENDMENT:

2ND AMENDMENT:

The second amendment is discussed and voted upon first. If it is passed, then the first amendment will be changed. If the second amendment does not pass, then the first amendment is ready to be discussed and voted on in its original form.

The first amendment is then discussed and voted upon. If it is passed and the second amendment was also passed, then the main motion will read as amended. (If the amendment did not pass, then the main motion is ready to be voted on as it was worded in the first motion.)

After both amendments have been voted upon, then the Chairman states the main motion (as amended if either amendment passed) and asks for discussion. The motion may be amended further at this time, if the members wish.

## **VOTING**

Voting may be done any one of the following ways: (1) by voice vote, or (2) by show of hands. A written ballot is used only when required by bylaws or when the group so orders.

Any member who feels that a voice vote cannot be decided accurately, may ask for a "division." The Chairman shall ask for a show of hands.

**Tie vote** - when both sides have an equal number of votes - it is counted as a "no" vote and the motion is defeated. The Chairman may vote only to "make or break" a tie. Therefore, if a vote is exactly 50/50, the motion is lost unless the Chairman chooses to vote 'yes' and pass the motion. There is no sense in the Chairman casting a 'no' vote because the motion is already defeated. However, if a vote is 4 'yes' and 3 'no', the motion is passed unless the Chairman chooses to vote 'no' and make a tie, thereby defeating the motion. Again, there is no sense in the Chairman voting 'yes' because the motion has already passed. A Chairman is never required to vote but may choose to do so in these cases.

## **TWO-THIRDS VOTE**

The rule-of-thumb is that a majority vote is required for almost all ordinary business; a two-thirds vote is required when members' rights are to be suspended, as in a motion to end debate or when decisions which have already been made are to be reversed. For example, two-thirds vote is required to change the order of business for a meeting after the order has been approved, to make recommended changes in the Bylaws, or to cut off discussion on a motion.

## **"SPECIAL EMERGENCY PROCEDURES" DESIGNED TO PROTECT RIGHTS**

There are six emergency procedures: "special" because they are not used in the ordinary handling of business; "emergency" because they are used to take care of something which can't wait; "procedures" because they are not ordinary motions - they do not require a second, they may interrupt other speakers and other business, and they usually must be taken care of immediately. They should not be used to interfere with the rights of others, or to frustrate business, but if they are used properly, they can be very helpful in insuring each Board member's right to participate fully in the business of the meeting and in making decisions.

1. **Point of Order** - This is used when you believe that a member of the meeting or the Chairman is proceeding improperly and you want to call attention to the matter.
2. **Appeal the Decision of the Chair** - This is used when you feel that the Chairman has made a wrong decision. When a member "appeals the decision of the Chairman" in this way, the Chairman is required to ask the 'meeting for a decision.
3. **Parliamentary Inquiry**. - This is used when you need parliamentary information.
4. **Request for Information**. - This is used when it is necessary to have a certain piece of information before continuing with the business of the meeting.
5. **Point of Privilege** - This is used when, for some reason, you are unable to take part in the proceedings of the meeting comfortably or completely.
6. **Objection to Consideration** - This is used when some ill-advised, embarrassing, time-wasting, or otherwise inappropriate question is raised.

## **ADJOURNMENT**

Any monthly meeting of the Board of Trustees may be adjourned from time to time to such place and time as may be determined by a majority vote of the Board members present, whether a quorum be present or not, without notice other than announcement at the meeting. At any adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted by a quorum at the monthly meeting as originally called."