



## President Welcome Packet

### President Job Description

The President, also known as the Board Chair, has multiple responsibilities both during and between meetings. These can include responding to public inquiries, facilitating meetings, team-building, holding other board members accountable, and making sure everyone understands and fulfills their roles. This packet contains a description of your role and useful resources to aid in your success.

#### Main Responsibilities:

1. **Leadership:** Lead your neighborhood association effectively by being approachable and available. Take the initiative, especially with building the team. Cultivate relationships among board members, create healthy board dynamics where everyone performs their duties, and hold everyone accountable for their responsibilities.
2. **Agenda Setting and Notification:** Prepare the agenda for general, board, and special meetings. Ensure proper notification protocols are followed once the agenda and any additional documents are ready.
  - Tips for Preparing a Successful Agenda (p. 2-3)
  - Sample Agenda (p. 4-5)
  - Notification Requirements (p. 6-7)
3. **Meeting Facilitation:** Conduct effective, productive, and welcoming board meetings. Keep discussions on topic, encourage participation, and follow the association's bylaws.

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- a. Meeting facilitation overview (p. 5-7)
- b. Robert's Rules of Order (p. 7-8)

### **Tips for Preparing a Successful Agenda**

The key to an effective meeting is a well thought-out and strategically planned agenda. As President, you are responsible for creating the agenda with input from the board. Use the agenda as your time-tracker, talking points, and guide to facilitating the meeting successfully towards outcomes.

#### Outline for Agenda Setting

An agenda is a way to communicate the elements of a meeting. Typically, a meeting entails tending to items that always occur in the meeting ("standing items"); and elements that change depending on community interests and concerns.

#### 1. Standing Items

- a. Welcome and Introductions: it's important to ensure you allot enough time to welcome attendees and introduce everyone. Everyone should be given the opportunity to introduce themselves at each meeting.
  - i. Greet newcomers and introduce everyone, every time.
  - ii. Consider icebreakers for small groups that allow people to volunteer information.
- b. Public Comment / Open Discussion: people may be attending the meeting with a specific issue or concern in mind. Allow time for people to share what brings them out tonight.
- c. Ground Rules, Explanation of Voting Procedures: setting ground rules and explaining voting procedures helps set expectations on how attendees should interact with each other in the meeting space.

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- i. As President you determine the degree of participation at meetings. All neighborhood association meetings must be observable and open to public viewing.
  - d. Approval of Agenda and Past Minutes: the meeting's agenda and past meeting minutes should be approved by the board.
    - i. Provide an overview of the agenda and allow people to know why any changes are being proposed.
    - ii. Motion for the board to approve the meeting agenda.
    - iii. Ask for any further revisions to past minutes and seek a motion to approve the meeting minutes.
  - e. Committee Reports: these are an integral element of sharing information about the work being done on committees and how people can participate.
    - i. Provide three minutes for each committee to report activities. Ask committees to provide a brief description for the agenda.
  - f. Community Announcements
    - i. Allocate time at the end for announcements from the floor.
    - ii. Be sure that information on how to participate in committees is shared.
2. Filling the Agenda: standing items will not take up an entire meeting. In order to remain responsive to the needs and interests of your community, consider filling time with relevant and engaging topics for your neighbors.

Examples of items to fill an agenda:

- a. Identify the frequency of standing items for your neighborhood association.
- b. Fill remaining time with relevant and engaging topics for your neighbors.

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- c. Consider the format for presenting the agenda. Keep it simple and concise.

### Agenda Format:

1. Header: Include your logo and a statement about your neighborhood association.
- Time Allocations: Specify the time allocated to each agenda item.
2. Context and Anticipated Outcome or Action: Collect and include the presenter's name, topic, action requested, and links to background information for each agenda item.
- Sequence of Topics: Place important items such as guest presentations or those requiring a vote towards the start. Allocate enough time for interesting or developing topics.
3. Ground Rules: Concisely state expectations at the on the backside of the agenda and read them at the beginning of every meeting.
4. Upcoming Meetings and Events: If you decide to include this, list them at the end of the agenda.

### Planning

1. Advance Planning: Plan the agenda at least two weeks in advance. Ask board memers for agenda items and sort through requests for time on the agenda.
2. Finalize the Agenda: Send notice of the agenda at least seven days in advance of the meeting to comply with City policy (see "ONI Standards") and Oregon Nonprofit Corporation Act (see Oregon Revised Statutes Chapter 065).

### Sample Agenda

#### Sample Meeting Agenda

#### Summer Meadow Neighborhood Association

Monday, April 29, 2024 | 7:00-9:00 PM | 123 ABC Lane

Welcome to your Summer Meadow Neighborhood Association (SMNA) meeting. Thank you for joining us! We aim to hold a warm and encouraging space for community action and input. This is a place for neighbors to come together to address various issues and hopes



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for our neighborhood. The SMNA is not here to act on behalf of neighbors, but rather to create a platform from which all neighbors can effectively work to improve Summer Meadow.

6:50 Social Time - Come meet your neighbors!

7:00 Welcome & Introductions

7:05 Ground rules, voting procedures, review of minutes/agenda

7:15 Approve last month's meeting minutes and current meeting agenda (board vote)

**\*Include link to draft minutes here for board to review before voting\***

7:30 Presentation (straw poll followed by board vote)

**\*Include the following information:**

4. Name of organization/individual
5. Link to additional/background information
6. Provide an explanation describing how/if this might impact neighbors
7. Clearly state if input will be solicited from those who attend this meeting, especially if there is a possibility that you will be taking a "straw poll"

8:00 Committee Reports (updates)

- Include time for updates from standing committees
- Be sure to inform attendees that committees are great opportunities to get involved without committing to board service
- Let everyone know meeting times/dates/locations/contact info for committee meetings and activities
- Make sure to include any information about events that are directly related committee activities
- Link to additional/background information if applicable

8:30 - Event Announcements (Call for Volunteers)

Summer Free For All (Christina Irvine) - Friday, July 14<sup>th</sup>, 7:30 p.m. at Summer Meadow Park

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(322 SE Flower St)

Help us decide what movie to show this year! If you have additional suggestions on how to make this year's event even more spectacular than the previous years, we would love to hear it! Or consider joining the committee & helping make this community-building event happen.

8:45 - Community Announcements

9:00 - Recap of meeting & adjourn

Next meeting is Monday, May 27.

## Notification for Meetings

Neighborhood associations are required to have their meetings be open to the public at accessible locations and to provide both general and direct notification. As President, it is your responsibility to either handle meeting notification directly or to get the necessary information to another person in charge of this task in a timely manner.

### What Needs to be in a Notice?

- Date & Time of Meeting
- Location of Meeting
- Brief description of agenda topics

The required method and notification period depends on the type of meeting being held. The following section outlines the minimum requirements set by the Office of Community & Civic Life within its ONI Standards. However, your neighborhood bylaws and policies may have additional requirements.

### General, Board, Special & Committee Meetings

#### General Notice

Notice to the general public and board or committee members must be given a minimum of seven (7) days before the meeting, however, more notice is encouraged.

Methods of notification vary from neighborhood to neighborhood, however, each association is required to make a good faith effort to reach a majority of their membership.

#### General Notification Methods:

- Website
- Email / listserv
- Newsletters
- Social media
- Door to door flyers

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- Public bulletin boards / kiosks
- Online community calendars

### Direct Notice

Direct notice must be given a minimum of twenty-four (24) hours before the meeting to people who have specifically requested notice (such as interested media) and applicants in land use and liquor license reviews when their issue is on the agenda. Direct notice may be delivered by hand, mail, email, or when those methods are not practical, by telephone.

## **Emergency Meetings**

### What's An Emergency Meeting?

Emergency meetings may be called when decisions need to be made in less than the standard seven (7) days' notice. The emergency matter at hand is the

only topic that may be discussed. Refer to your neighborhood bylaws for specific procedures for calling an emergency meeting.

### General & Direct Notice for Emergency Meetings

A minimum of twenty-four (24) hours' notice is required to the public as well as members of the board or committee and any parties who are known to have a direct interest in the topic to be discussed at the meeting. Direct notice should still be delivered by hand, email, or telephone. Additional time may be required by your NA bylaws.

## **Meeting Facilitation**

The key to meeting facilitation is keeping people on time, on task and on board as a group. Meeting facilitation takes time and practice in order to find your best leadership style. Don't be afraid to ask for feedback and suggestions from fellow board members on ways to improve your meetings. Ultimately, meetings that run on time and that are effective will help your neighborhood association make decisions and show that you respect the time and energy of neighborhood volunteers.

## 8 Tips to Make Facilitating a Meeting Easier

1. **Be Prepared:** Plan the agenda and make sure notice has gone out at least one week prior to the meeting. Contact presenters to make sure they will be in attendance. Touch base with fellow board members to make sure all tasks are covered and that everyone understands their specific role/responsibility.
2. **Know your ground rules:** Always state ground rules at the beginning of your meeting as a friendly reminder to your board and general membership. Your meeting has a better chance of running smoothly if everyone understands the way the meeting will be run, what will be tolerated and what won't.
3. **Facilitate Voting and Decision-Making:** Never assume an agreement has been reached without a vote. The President should take a couple of minutes to remind everyone how voting works. Make sure people know who is allowed to vote at the beginning of the meeting.
4. **Stay on Time:** It is often helpful to assign the role of timekeeper to another board member so that time will be better monitored. Remember, your agenda can help you here, too. Let it be the "bad guy" (Ex. "According to the agenda we need to move on to our next topic.").
5. **Direct the Discussion and Keep People on Topic:** If people repeat information that has already been stated, recap information for the group. If a decision needs to be made, call for a motion from the group.
6. **Always Maintain your Role as President:** Facilitate group discussions, making sure all are being heard. Do not abuse your position and monopolize the floor.
7. **Wrap-Up at the End of the Meeting:** Briefly review all key decisions made and restate action items. Don't forget to acknowledge any new faces in the room and remind them to sign in.
8. **Follow-Up after the Meeting:** Offer help to other board members as needed and make a

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plan for connecting with any new members.

### **Ways to Make Sure Everyone Feels Heard and Participates**

- Minimize crosstalk and consider the needs of different personalities and cultures in your meetings.
- Be flexible and allow time for questions to ensure understanding.
- Control the flow of discussion and guide your group to making decisions and reaching consensus.
- Summarize the discussion, so far, so that others have a sense of conclusion, i.e. "So far, what I've heard you say is... Is that accurate?"
- Address disruptive influences and make meetings more accessible, welcoming and productive for all in attendance.
- Don't allow others to take over the meeting through intimidation, anger or outrageous behavior.
- Set boundaries but validate participants' contributions. "I see that you are frustrated that this issue is not on the agenda. Perhaps a few of us would be willing to stay after the meeting and establish a good time for having this discussion."

### **Robert's Rules of Order for Neighborhood Associations**

If your association currently lists Robert's Rules of Order as the official procedure used by the group in your bylaws, then you must abide by the core elements of these rules where not otherwise specified.

Robert's Rules of Order is a type of procedure used in meetings. Its main purpose is to facilitate discussion and decision-making. The goal is to run a meeting as efficiently possible. Figuring out Robert's Rules of Order is no easy task, so what are the core elements? Here is a glossary of what the different terminology means:

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Make a motion: motions are made to gain agreement on a topic of discussion. They can also be used to move on in a meeting.

Second a motion: this indicates agreement with the motion that another individual has made.

Call a vote: this is to gather a tally of who agrees and disagrees with the motion; and those who do not wish to vote (abstention)

As the President, you are responsible for facilitating discussion and votes. Here is an outline of how to utilize Robert's Rules of Order.

To make a motion:

• Say "I move that..."

To amend a motion:

• Say "I move to amend the motion on the floor"

To refer topic to a committee:

• Say "I move we refer this matter to [committee name]"

To table until a specified future meeting:

• Say "I move that we table..."

Regardless of the motion after it is stated:

- Another board member needs to second the motion; AND
- The President repeats motion verbatim; AND
- Opportunity for further discussion is provided; AND
  - A vote is called by the President (e.g. "All in favor say 'aye', opposed say 'nay', abstentions?" or ask for a show of hands
  - Vote is summarized by the President and recorded by Secretary

### **Example Motion and Voting Procedure**

- *Board Member A:* "I move that..."

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- *Board Member B:* "I second that motion"
- *President:* "It has been moved and seconded that ... [repeat motion verbatim, rely on Secretary if necessary]"
- *President:* "Is there any further discussion?" ... [restate motion]."
- At this point further discussion will ensue. If no further discussion is desired, or when discussion has closed, the President will proceed with the vote.
- *President:* "All those in favor say 'Aye.' All those not in favor say 'nay.' Are there any abstentions?"

### **Provide a summary declaration of the vote.**

If all board members are in favor the motion passes unanimously.