**Running a Successful Board Meeting**

**EJF Lunch and Learn Series 1/21/2021**

EJF has a Board Learning Center on its website. You can access the Lunch and Learn series recordings and documents saved in this area. The link to this area is: <https://www.ejfrealestate.com/associations/learning-center>

A link to the Community Associations Institute (CAI) is also in this area (scroll down to Board Training Center). CAI a tremendous source of information for Boards. I am attaching one of their publications about Board operations as promised.

**What is a board meeting?**

-if we talk in the hall is it a Board meeting?

-building block of good governance

-is email a Board meeting?

-key is decisions in a transparent manner

**Know the law (and the Bylaws)!**

-notice requirements

a) DC – 7 days written notice with an agenda <https://law.justia.com/codes/district-of-columbia/2019/title-42/chapter-19/subchapter-iii/section-42-1903-03/>

b) MD – follow the Bylaws <http://www.md-hoa.org/meetings-hearings-motions-minutes/#:~:text=The%20Condominium%20Act%20specifies%20that,that%2C%20the%20Condominium%20Act%20simply>

c) VA – 21 days in advance of meeting written notice <https://law.lis.virginia.gov/vacode/title55.1/chapter19/section55.1-1949/>

-owner participation – some portion of the meeting must be open to all owners (BEST PRACTICE: place it on the agenda)

-open meetings – all jurisdictions provide by law that all Board meetings are open

**How to prepare an agenda**

-the Board secretary prepares the agenda

-the agenda must be in writing

-see sample for a good guide of items to be on the agenda

-add times to the agenda to help keep the meeting on track

-share the agenda ahead of time with other Board members for input

**Prepare information/handouts**

-send out ahead of time to Board members and owners if needed (BEST PRACTICE: with the agenda)

**Dry run the Zoom call!**

**Who is in charge?**

-the President runs a meeting

**Running the Meeting**

-follow the agenda

-only one person speaks at a time (granting the floor)

-limit the time each speaker has and tell them in advance (or have it posted on the agenda

-actions are completed by making a motion; the motion must be seconded, discussed, and voted upon

-written minutes must be taken (Secretary’s role)

**When do owners participate?**

-specified time

-do we have to allow owners to talk? Not during the regular Board meeting

-have a pre-advertised time limit

**Ending the meeting**

-BEST PRACTICE: Set the next meeting date (BEST PRACTICE: Set the meeting dates for the entire year at the beginning of the year.)

-at the appointed time for adjournment, the chair announces the fact; unless someone quickly moves to set aside the orders of the day, the meeting may be adjourned by declaration

-at the end of the agenda, the chair may ask whether there’s any more business; if you don’t speak up, the presiding officer can declare the meeting adjourned

-or a Board member may simply make a motion to adjourn the meeting

See below for a sample agenda. Feel free to use this and edit it as needed.

Holy Grail Condo

Board of Directors Meeting

XXXX XX, 20XX; 6:30 – 7:30 p.m.

Castle Dungeon

Agenda

President, King Arthur

Treasurer, The Lady of the Lake

Secretary, Sir Lancelot

Property Manager, Sam LeBlanc

1. Call to order 7:00
2. Approval of Agenda 7:01
3. Approval of minutes of XXXXX XX, 20XX meeting 7:05
4. Management report 7:10
   1. Project Update
   2. Contract Update
   3. Board decisions
5. Officer reports 7:20
   1. Treasurer

-Financial update

* 1. Secretary
  2. President

1. New Business 7:30
2. Old Business 7:45
3. Open forum for unit owners 7:50
4. Next meeting (October 2018, date TBD) 8:00
5. Adjournment

Meeting rules:

-The President runs the meeting.

-The President “grants the floor,” and only the person who holds the floor is allowed to speak.

-Listen to what others say and do not repeat items.

-All speakers are limited to 90 seconds unless granted more time by the President.