

## GUIDELINES FOR RKIDS BOARD OF DIRECTORS MEETINGS

1. **Intent:** These meetings are open meetings during which the maximum participation of all RKIDS members in attendance is encouraged. The intent is to conduct the meetings in a similar fashion to the previous *Steering Committee Meetings*, except that voting is limited to Board members.
2. **Structure of the Board Meetings:** The RKIDS Coordinator will prepare an agenda to guide the course of the meeting. The Coordinator has complete discretion for the content of the agenda and the order of the items included in it.
  - The agenda may include: (1) Approval of the minutes of the previous meeting; (2) Reports of Board officers; (3) Reports of RKIDS committees; (4) *Unfinished Business* for discussion and possible decision; and (5) New Business.
  - *New Business* will ordinarily be the last item in the agenda.
    - ♦ Addressing *New Business* will depend on whether there is time available at the meeting.
    - ♦ If there is no time available, the Coordinator has the discretion to add requested topics to the agenda for the next RKIDS Board of Directors Meeting or to address new topics by other means.
    - ♦ Any RKIDS member present at the meeting may request or suggest topics for *New Business*.
3. **Meeting Procedures:** The procedures should be as informal and as simple as possible.
  - **Quorum:** The quorum for Board meetings is fifty percent of current Board members.
  - **Discussion:** Informal discussion of a subject is permitted without the need to have a motion pending.
    - ♦ Generally, discussion should be limited to one subject or topic at a time.
    - ♦ The Coordinator may speak during all discussions, as is the case for all RKIDS members present.
    - ♦ The Coordinator will *recognize* all members wishing to speak and determine the order of those speaking.
    - ♦ There is no limit to the number of times a member can speak on a question unless a motion to end discussion passes by a two-thirds majority.
  - **Motions:** If a motion is made, it need not be seconded.
    - ♦ When a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced.
    - ♦ Consensus should be sought on all decisions. But when a decision cannot be delayed and consensus is not reached, a vote of the Board members will be taken with a simple majority required for passage. Those members abstaining are not counted in the vote, but do count for the purpose of a quorum.
    - ♦ Unless agreed to by unanimous consent, all proposed actions must be approved by vote. The Coordinator has the right to vote whenever a vote is taken.
    - ♦ When a decision can be delayed, the matter may be delayed until the next Board meeting if that is the general consensus of the Board members.
4. **Participation of RKIDS Members:** Members who are not on the Board of Directors may participate in all aspects of the meeting with the sole exception of voting. Members present are encouraged to fully participate.
  - Member may participate in all discussions, and may make motions when motions are appropriate.
  - Under the RKIDS Bylaws, when voting is necessary to decide a question, voting is limited to the members of the Board of Directors.