

## **Saskatchewan Soccer - How to Run a Board of Director Meeting – Information Sheet**

The order of business most often used is as follows:

### **1. Call to Order**

“The meeting will now come to order,” says the chairperson.

### **2. Consent Agenda**

A consent agenda quickly processes a lot of noncontroversial items that you can dispose of quickly by placing them on a list (the consent agenda) of items to be adopted all at once. The consent agenda must be circulated beforehand for directors to review prior to the meeting in order to have an informed vote. “Are there items that anyone wishes to remove from the consent agenda and be discussed individually?” A single member may request that a particular item on a consent agenda be considered separately; if this occurs, the item should be placed back onto the agenda in the appropriate category. “That the consent agenda be adopted”. There is no further discussion on the topics.

### **3. Adoption of the Minutes**

Minutes are read or “highlighted” by the secretary, or “taken as read” if copies were distributed prior to the meeting. “Are there any errors or omissions?” Corrections are made without a motion. The chairperson should then call for a motion adopting the minutes. After the motion is seconded and the vote taken, the official copy of the minutes is signed by the chairperson and secretary.

### **4. Adoption of the Agenda**

The agenda is reviewed and members of the committee or board are given the opportunity to add other important items. The agenda is adopted as presented or with additions with a motion.

### **5. Reports of Officers**

The treasurer and chairperson of standing and special committees read written reports which are filed with the secretary as soon as read. A motion is not required to adopt the report of the treasurer. If the report contains a recommendation, then the recommendation only is considered by a motion. It is customary for the person reading the report to move the adoption.

### **6. Unfinished Business or Business Arising Out of the Minutes**

“Is there any unfinished business?” The secretary should have a list ready.

### **7. New Business**

New business refers to agenda items which have not previously been discussed. If possible these should have been submitted to the secretary or chairperson prior to the meeting. New business may include special agenda items, or key items that form the core of the meeting.

### **8. Correspondence**

“Is there any correspondence?” “The secretary will read any correspondence.” Letters requiring action are handed to the chairperson; any others are filed without a motion.

### **9. Announcements**

“Are there any announcements?” – for example, the time and place of the next meeting or special event.

## **10. Adjournment**

Motion required only if you haven't finished the items on the agenda, but no seconder required.