

SHASTA HISTORICAL SOCIETY
Meeting Protocols

POLICY NUMBER: B.04

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CERTIFICATION

We hereby certify that we are the duly elected and acting President and Secretary of the Shasta Historical Society, a 501(c)3 Corporation, and that proceeding Meeting Protocols are duly adopted by the Board of Directors by a two-thirds majority as of July 7, 2015.

IN WITNESS WHEREOF, we have signed our name on July 7, 2015.

Gary A. Lewis
President of the Board

R. Russ Peterson
Secretary of the Board

RETENTION

This policy will be in effect indefinitely, unless changed by a two-thirds majority vote of the Board of Directors. In accordance with AASLH STePs Standards and good practices, all policies will be reviewed by the responsible Committee yearly and by the Board of Directors at least once every three years.

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POLICY NUMBER: B.04

Date/Time: Meeting will be held at a routine time and day set by the Committee Chair, and approved by the Executive Director. Length of meetings will be based on the content of the agenda. All Society meetings will be held at the Shasta Historical Society, unless another location is approved by the Executive Director.

Roles and Responsibilities

Committee Chair

- Is a current Board Member of the Society.
- Chair the committee in the interests of the Society and implement the Society's Accreditation Standards and Strategic Goals.
- Provide the Committee Staff with agenda items in a timely manner.
- Ensure that the Committee is operating within its objectives and in accordance with Society policy.
- Clear the draft minutes provided by the Committee Staff in a timely manner for distribution to the Board of Directors.

Committee Members

- Are Members in good standing of the Society.
- Provide apologies, verbally or in writing, to the Chair via the Staff, prior to the meeting.
- Actively contribute to the agenda and/or background materials.
- Ensure that they are prepared for the meeting by thoroughly reviewing the agenda and materials.
- When speaking to an item, ensure that they address the issue/agenda item under discussion.

Ex Officio Members:

- Are the Executive Director and Board President.
- Do not have any voting privileges, except in the case of a tie.
- Only the Board President can vote to break a tie.

Committee Staff

- Serve as the committee secretary
- Prepare and distribute the agenda and minutes and maintain committee files.
- Act as the professional advisor to the Committee and, therefore, do not have any voting privileges.

Agenda: The Chair will prepare the agenda and ensure that the agenda is followed. The Staff will distribute the agenda at least 5 business days prior to the meeting. The agenda will focus on planning, problem solving, and decision making agenda items over informational agenda items. The agenda will include: 1) Housekeeping and minutes review; 2) Updates and follow up from previous action items; 3) Agenda items

SHASTA HISTORICAL SOCIETY
Meeting Protocols

POLICY NUMBER: B.04

in priority order, including an open period if time permits; 4) Closure to include action items, agenda items for the next meeting, and the next meeting date and time.

Open Action Items List. The Staff is responsible for maintaining the list of Open Action Items from one meeting to the next. The items on the list are reviewed at the beginning of each meeting. The list is at the bottom of each agenda, and is an update, not an opportunity for open discussion.

Meeting Cancellation: If agenda information is not ready by the time of the meeting, the Chair may cancel the meeting, and the Staff will inform all Members.

Absenteeism: When a Member is not able to attend a meeting, he/she is expected to notify the Chair. Chronic absenteeism is harmful to the committee and will be discussed by the whole committee if a Member misses more than 2 meetings in a row.

Late Arrivals: When Members arrive late, it is assumed that he/she has a legitimate reason for doing so. If a Member is chronically late, the committee will discuss the behavior with the Member.

Visitors: Visitors are welcome. The Chair should be notified in advance if a visitor will be attending. The visitor will be provided with an agenda and other materials, as appropriate.

Decision Making: Decisions will usually be reached by consensus, when a quorum is present. In case of absence, Members have 24 hours after receipt of the minutes to disagree; it is the responsibility of the person who disagrees to make sure that the Chair puts it on the next agenda.

Minutes: The Staff will take notes during a meeting using a uniform template approved by the Committee Chair Roundtable. These notes will constitute the minutes. Minutes of the meeting must be submitted to the Board of Directors and committee Members within 3 business days of the meeting. Minutes will be distributed by the Staff via e-mail and filed in the committee file and electronic folder. Minutes will be retained in accordance with the Society's record retention policy.

Meeting Procedure

The Chair will:

- check that a quorum is present and if so, declare the meeting open, if not, declare the meeting cancelled
- welcome any new Members or visitors
- list/call for apologies
- request that Members declare any possible conflicts of interest

SHASTA HISTORICAL SOCIETY
Meeting Protocols

POLICY NUMBER: B.04

- review minutes and request for approval
- list updates and follow up from previous action items
- proceed with agenda items in priority order, including an open period if time permits
- close the meeting by summarizing action items, agenda items for the next meeting, and the next meeting date and time.

Motions:

- All motions and amendments must be moved and seconded. If no seconder is found, the motion or amendment lapses.
- Discussion regarding the motion should be allowed and addressed to the Chair.
- The Chair should restate the motion to for clarity before the vote.

Amendments:

- Amendments to motions can only be put once the substantive motion is moved.
- Amendments must be debated prior to the mover of the motion's reply.
- If an amendment is not seconded, then it will lapse

Voting:

- Once the debate on a motion is concluded, the Chair then calls each option: "All in favor?"; "Opposed?" or "Abstaining?"
- Once a clear majority has been ascertained, the motion is declared.
- All Members present including the chair are entitled one deliberative vote.

Agenda & Minutes Templates:

Agenda of the Shasta Historical Society
_____ Committee

Date
Location

Chair:

Members:

Staff:

1. Agenda item:

2. Agenda item:

3. Agenda item:

4. Agenda item:

5. Agenda item:

6. Agenda item:

Action items list:

Minutes of the Shasta Historical Society
_____ Committee

Date
Location

Chair:

Regular members in attendance:

Ex-officio members in attendance:

Staff:

Visitors:

Quorum: y/n

Minutes accepted: y/n

Called to order:

Discussion:

Actions of Meeting

7. Agenda item:

Discussion:

Action taken:

Responsible party:

8. Agenda item:

Discussion:

Action taken:

Responsible party:

9. Agenda item:

Discussion:

Action taken:

Responsible party:

10. Agenda item:

Discussion:

Action taken:

Responsible party:

Next meeting:

Items to be discussed:

Action items list:

Approved July 7, 2015