

## RULES AND REGULATIONS – MISCELLANEOUS

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### BOARD OF TRUSTEES PROCEDURES

**Letters to Board from Members:** The Board will review letters received in the past month at the monthly study session and determine what course of action is required. The Secretary will enter these letters into the minutes as received at the Board meeting, when appropriate.

**Format of Minutes:** Minutes shall contain the business conducted at the meeting including all motions whether adopted or not, the number of yes, no and abstain votes cast, a brief summary of reports given (entire report to be attached to filed original minutes), any resolutions proposed, etc. Debates and discussion shall not be included in minutes but general statements regarding misc. business conducted shall be included: i.e. member participation comments and informational items presented at the meeting.

**Attendance by Trustees:** A Board member (including any officer) may attend all or a portion of any meeting of the Board by any means of communication by which all trustees participating can hear each other during the meeting. A trustee participating in a meeting by this means is deemed to be present in person at the meeting. If an absent trustee is an officer, then the officer/trustee shall act in his/her capacity as the officer while participating in the meeting. It is the responsibility of the absent trustee to notify the General Manager of his/her desire to participate in any meeting so that proper arrangements may be made. An absentee trustee is not required to attend any meeting but may do so.

**Votes on Motions:** Voting shall be by show of hands so that the secretary can readily tally yeas and nays, except that an absentee trustee who is participating by telephone may vote by saying aye or nay.

**President Vote:** In accordance with Roberts Rules, Article VI, the Chairperson has a right to vote whenever the vote will affect the result. Where a vote in the negative will make a tie, the Chairperson can cast it and thus defeat the measure. Conversely, if the vote is a tie, the Chairperson can vote affirmatively and pass the motion. This right to vote is not an obligation to do so and is solely at the Chairperson's discretion.

**Information Only Items:** The agenda shall contain an "information only" section during which the letters received can be noted by the Secretary and any other business to be presented to the Board requiring no action can be presented.

**Board Members Statements for Record:** A member may request that a statement be read into the record and that request shall be granted only by a majority approval vote of the Board.

**Discussions on Issues:** A member shall present a summary of the issue before a motion is made (this is primarily for the benefit of the membership attending the meeting to understand the proceeding). Thereafter a motion and second shall be made and discussion commenced on the motion. All comments shall be addressed to the Chair not to individual Board members.

**Agenda:** The Board meeting shall address only those items included in the agenda unless it is decided at the beginning of the meeting to include other matters pending. Any new matters raised at the meeting, either through member participation or by a Board member shall be tabled for future consideration.

**Board Liaison to Committees:** The Board may assign a Board member to each committee to act as that committee's liaison to the Board. When so assigned, the Board member shall assist the committee in communicating its questions, concerns and proposals to the Board and may confer with the committee chairperson who presides over the committee's meetings.

**Member Participation:** The agenda shall include a period for members to come forward and discuss any matter they wish with the Board.

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Approved by Board of Trustees, September 13, 2012

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Richard Hilfer, President

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Carol Wood, Secretary