

IEAHU Parliamentary Procedures Adopted 2016

Proposed Amendments for Adoption effective 2019-2020 in Red

In an effort to make our monthly IEAHU Board meetings more time efficient and be considerate of all participants, the following changes are being recommended to the ~~2016-~~
~~2017~~ Board of Directors:

1. The Agenda items will flow as follows (changes highlighted) (**Chairs & Committee Reports done only as needed**):

- Call to Order
- Invocation
- Roll Call
- Approval of Previous Month's Minutes
- Old Business
- New Business
- Voting Items
- Treasurer's Report
- Membership Report
- ~~Retention Report~~
- ~~Programs Report~~
- ~~Sponsorship Report~~
- ~~Education Report~~
- **Professional Development Report**
- Legislation Report
- PAC Report
- Awards Report
- Communications Report
- ~~Social Media Report~~
- ~~Website Report~~
- ~~Hospitality Report~~
- ~~Community Service~~

~~Report~~

~~• Special Events~~

~~Report~~

* Committee and

Chairs Reports

2. ~~A designated Timekeeper~~ President or President Elect will help keep the discussion on topic and focused. If the discussion needs to move along the ~~timekeeper~~ President or President Elect will give a cue like “committee work”, “back to topic” or “2 minutes to close” to move along the reporting.

3. When a Board Member cannot be present for the monthly BOD meeting, they will submit a written report to the President or Executive Director 3 days prior to the meeting date. This information is to include the following and will be read at the meeting:

IEAHU Board Report for (Meeting Date): _____

Board Member Name: _____

Chair Position: _____

Summary of Recent Events (Successes and Challenges) as related to your IEAHU Board position:

Highlights of Upcoming Events as related to your IEAHU Board position:

4. When a Board Member requires a voting item for consideration, the Board Member will circulate a written summary/resolution that states the action or business under consideration. This should be done at least 1 week prior to the board meeting and sent to all Board Members via email. This item will be added to the Board Meeting Agenda for the next meeting date. At the upcoming meeting, the BOD's will have time to discuss the voting item further, make the final motion and take a final vote.

The following format to be used:

IEAHU Meeting Date for Presenting Voting Item: _____

Board Member Name: _____

Chair Position: _____

Written Summary of Voting Item for BOD's Consideration:

~~5. The meetings will start promptly at 9:00am and roll call will be taken for quorum purposes.~~

6. The goal is to hold the Board Meeting to a minimum of 60 ~~90~~ minutes and adjourned in a timely manner, ~~no longer than 120 minutes. The final 30 minutes (of the 2 hour meeting time) is open for a round table discussion where all Board Members are welcomed, but not expected to stay.~~

Written Board Report

When Board Member cannot be present at the monthly BOD's meeting, they will submit a written report to include the following information:

IEAHU Board Report for (Meeting Date): _____

Board Member Name: _____ Chair Position: _____

Summary of Recent Events (Successes and Challenges) as related to your IEAHU Board position:

Highlights of Upcoming Events as related to your IEAHU Board position:

Written Voting Summary/Resolution for Board Consideration

IEAHU Meeting Date for Presenting Voting Item: _____

Board Member Name: _____ Chair Position: _____

Written Summary of Voting Item for BOD's Consideration: