

Oregon Youth Soccer
Proposed Board Meeting Ground Rules

1. Every meeting shall have a written agenda.
2. Board Members will make every effort to attend all board meetings and arrive/call in on time and if unable to do so shall inform the President and/or Executive Director in advance.
3. Guests are welcome; however any guest that wishes to address the board must fully disclose the topic(s) and major points they wish to convey to the Board President and/or the Executive Director at least one week prior to the meeting. Any guest's request for a Board Decision must be submitted in writing.
4. The Board President shall determine whether a guest will be allowed to present their issues to the board and if so, how much time will be allotted. If the guest is allowed to present an issue, it will be included on the agenda distributed to Board Members prior to the meeting. Guests will generally not be allowed more than 3 minutes to speak.
5. Guests shall refrain from speaking during board meetings and shall not contribute to or participate in board discussions unless recognized or called upon by the Board President/Chair.
6. All Board Members are encouraged to actively participate in discussions at the meetings.
7. Participants who are physically present and wish to speak shall raise their hand and wait to be called upon by the President/Chair.
8. One person shall speak at a time.
9. The speaker may speak only on the issue being considered.
10. All board members wishing to speak on an issue will be given an opportunity.
11. Contrary views and different opinions will be encouraged.
12. Side conversations will be discouraged.
13. All ideas will be treated openly and with respect.
14. No derogatory or negative phrases will be used, or personal attacks allowed.
15. Decisions require a motion, a second, discussion, and a vote.

16. Prior to a vote on a motion, every board member shall have an opportunity to speak for up to three minutes. The Board President may, at his or her discretion, allow a member to speak beyond three minutes on the motion.
17. Once voted upon, no further discussion is permitted, unless the issue is revisited based on provisions in Roberts Rules of Order.
18. All Board members shall support decisions of the Board, regardless of their personal opinion of the decision, or whether they were present when the decision was made. Board members shall confine expressions of disagreement with a Board decision to discussions at a Board meeting at which the topic of the decision is part of the agenda.
19. Board Members and guests shall turn off or place their cell phones on “vibrate” during board meetings. Individuals who must respond to a call or text shall excuse themselves from the meeting.
20. Laptops are permitted for the purposes of taking notes and researching topics under discussion only. Participants shall refrain from accessing e-mail during board meetings.
21. Board members are volunteers and are donating their time to contribute to the goals of the organization, gain experience and have fun. Every effort will be made not to lose sight of these objectives and humor will be encouraged, when appropriate; however humor that is demeaning is not allowed.
22. Although our assignments as a board will vary depending on our strategic work plan, it is recognized that there is a value to each board member's time, as well as the time of our guests. As such, even though we do not have a firm rule on length of meetings, it is generally understood that every attempt will be made to complete the meeting within 2 hours.