
Protocols for Board Meetings for the AWC

Approved by the AWC Board, August 23, 2011

- 1) Agenda for every meeting should use new template
 - a. Welcome /open meeting
 - b. Review last meeting's accomplishments / project updates
 - c. Planned issues / projects to be discussed
 - d. New business
 - e. Overview of upcoming club meetings and events
 - f. Set the date for the next board meeting
(typically 3rd Monday of the month)
- 2) Minutes will be recorded reflecting action items and decisions
- 3) If disagreements arise, be respectful and tactful
- 4) Board needs to approve of all donations with that require a commitment of club resources.
- 5) Decision by consensus and then voting if deadlocked.
- 6) Everyone should speak up & be heard
- 7) If at meeting, everyone participates and participates equally, whether you are a board member or not
- 8) Silence is consent
- 9) If a conflict of interest arises, remove self from discussion
- 10) What is decided here stays here until a delegated member gets the information to the club/public