

RESOLUTION B-04

AGENDA DEVELOPMENT FOR BOARD MEETINGS

1. **Purpose.** This Resolution provides guidance for agenda development within the parameters of Robert's Rules of Order.

2. **Authority.** Section 5.15 of the By-laws of the Ocean Pines Association, Inc. states that Robert's Rules of Order shall be used to regulate and govern the conduct of all official meetings of the Board of Directors of the Association, to the extent they are not inconsistent with the Association's Charter, By-laws, or Resolutions.

3. **Submission of Proposed Agenda Items.**

a. **Timeframe.**

(1) **Regular.** Directors shall submit proposed motions and topics to the Secretary of the Association not less than seven (7) days prior to the regular meeting at which the motion or topic is to be introduced. The agenda shall be developed by the President with the assistance of the Secretary. A Director may request additional motions or topics be added after this date provided the request is submitted to the Secretary before the agenda is published.

(2) **Additions.** Board members may request additional motions or topics be added after the seven days requirement or at a meeting in progress by making a motion to do so. Such motion must be seconded and must be approved by a majority of the Board present.

b. **Format.**

(1) **Motions.** A Director initiating a motion shall submit the following to the Secretary:

- (a) the name of the Director proposing the motion and the date of the regular meeting at which the Director intends to introduce the motion;
- (b) a copy of the motion; and
- (c) a concise statement of the purpose and effect of the motion, if adopted.

(2) **Discussion Topics.** Workshop or regular meeting topics shall include:

- (a) the name of the Director proposing the topic and the date of the meeting at which the Director intends to introduce the topic;
- (b) a concise statement of the issue(s) to be discussed; and
- (c) background.

4. **Sequence.** The sequence of agenda items shall normally be as outlined below. The sequence of a published agenda may be modified by a majority of the Board present at the meeting to which the agenda applies.

- Call to Order
- Pledge of Allegiance
- Approval of Agenda
- Approval of Minutes of Prior Meetings
- Presentation of Awards and Announcements
- Reports and Special Presentations to the Board
- Public Comments
- Unfinished Business
- New Business
- Adjournment

5. **Publication.** The agenda for a regular meeting shall be distributed to all Directors and made available to Association members and the press at least three (3) days prior to the meeting, including the use of electronic means to publish the agenda.

6. **Effective Date:** January 27, 2018

Adopted by the Board of Directors on January 27, 2018

[Signature] President Attest [Signature] Secretary

Review History.

General Manager [Signature] . Date: 2/5/18

Legal _____ . Date: _____

By-laws and Resolutions Advisory Committee [Signature]

Date: 2/6/18