

St. Albert Pickleball Club

Board Policies

Governance

Membership and Board Meeting Protocol and the Decision-making Process

Policy:

The board will provide meeting protocols that set expectations for decorum, decision processes and acceptance of decisions, ensuring that proper deliberation and relevant facts are brought to bear before decisions are made.

Purpose:

Provide efficient membership and board meetings that allow all relevant information to be brought forward and discussed before decisions are made. Ensure that decisions duly made at the meeting are for the good of the club, and are binding.

Clarification: Protocol for Membership and Board Meetings

1. Participants read the agenda, pre-meeting hand-outs and reports ahead of the meeting.
2. Reports state any decisions required to be made at the meeting with reasons.
3. Reports to the meeting are either received for information or adopted by the meeting.
4. The chair has to be familiar with the rules and regulations (Societies Act and Regulation, Bylaws, Robert's Rules of Order, current policies and guidelines for SAPC) pertaining to the items on the agenda and to be properly prepared to chair the meeting.
5. The chair person should be strictly impartial.
6. The chair has to ensure that opposing points of view have been adequately heard and discussed before calling for the vote, even if the chair is certain that there is a clear majority opinion. This will ensure unity and active participation from all members on all business transacted at the meeting. The minority has a right to be heard, which must be protected by the chair.
7. People not voting in favour of the motion are expected to ensure their objections have been heard during the discussion prior to the vote.
8. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony. Robert's Rules of Order will be the final authority on procedure for meetings, if there is no clear guidance from the by-laws or the Societies Act.
9. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
10. No member can speak until recognized by the chair and no one should speak a second time on the same question as long as another wants to speak a first time.
11. Any member may ask the chair at any time, how to proceed to accomplish a certain goal in the meeting.
12. The chair can be challenged on its ruling, at which time the chair puts the decision on that ruling to the meeting. At that point, the vice-chair temporarily chairs the meeting.
13. All members have equal rights, privileges, and obligations, and the majority has the right to ultimately decide.

14. A quorum as per the bylaws must be present for the meeting to do any business.
15. Only one question/motion at a time can be considered at any given time. The chair announces each motion and restates the motion before the vote. The chair announces the result and announces the next item for discussion.
16. Discussion should remain on the issue at hand and personal attacks are not permitted. Differences of opinion must remain issue-oriented and not become person oriented.
17. After proper deliberation, the majority vote stands and decisions are considered settled and binding. With new information becoming available, past decisions can be rescinded or modified at a formal meeting. Members are expected to accept and support the majority decision and not speak against the decisions outside the meeting.
18. Members may ask to have their negative vote recorded in the minutes.
19. Members may request time at a board meeting to bring proposals or general concerns to the attention of the board.

Approved: October 1, 2018

Reviewed: