

JWN EXECUTIVE BOARD – AGENDA STRUCTURE

Adopted by the Executive Board on June 19, 2006

Edited May 4, 2009 to change “Co-chairs” to “Chairs”

JWN Executive Board meetings are the third Tuesday of every month. The following provides the standard structure to be followed for JWN Executive Board meetings. The starting and ending times may be adjusted by the Chair to fit scheduling requirements. The board may change the structure for any meeting by a majority vote at the meeting or by a majority of the board notifying the Chair prior to a meeting of their agreement to a proposed change.

Chair contact

Della Perry (term is 2009-2010), Chair@jwneugene.org

Presiding officer: [name of the Chair or other board member who will preside]

Expected absences: [names of board members who have indicated they will be absent]

1. 6:30 p.m. – Meeting called to order
2. 6:30 p.m. to 6:35 p.m. – Introduction of board members
3. 6:35 p.m. to 6:45 p.m. – Introduction, comments, and announcements from non-board members.
 - Presiding officer will ask non-board members to indicate if they want to speak
 - Comments are limited to 3 minutes per speaker, reducible to no less than 2 minutes by the presiding officer, if there are more than 3 speakers.

6:45 p.m. to 8:00 p.m. Neighborhood business [nominal times are shown, but may vary]

4. Agenda adjustments from board members (5 minutes)
 - a. Additional items: Please e-mail to Chair ahead of meeting, if possible.
 - b. Agenda schedule adjustments.
5. Announcements from board members(5 minutes)
 - Please e-mail to Chair ahead of meeting, if possible.
 - If advance notice isn't possible, please provide printed handout with details of the meeting or event.
 - Verbal announcements are limited to two minutes per board member, unless a majority of the board agrees to a longer time.

Announcements [List of all announcements received in advance of meeting]

- Upcoming Board meeting dates: [List next three dates].
Time: 6:30 p.m. to 8:00 p.m.
- City Council meetings: [List next three dates and selected agenda items].

- Date : Agenda item ...
- 6. Chairs report (10 minutes)
 - Comments on previous general meeting [when there was a meeting]
 - Other items from Chairs.
- 7. Secretary report (5 minutes)
 - Approve minutes for previous general meeting(s) [when there are minutes not yet approved]
 - Approve minutes for previous board meeting(s) [when there are minutes not yet approved]
 - Other items from Secretary
- 8. Treasurer report (5 minutes)
 - Financial report
 - Other items from Treasurer
- 9. Editor report (10 minutes)
 - Plan for next newsletter and/or meeting announcement
 - Other items from Editor
- 10. Tentative agenda items for next general meeting (business and program).
(10 minutes)
Please e-mail possible items to Chair ahead of meeting, if possible.

[List other agenda items] (25 minutes)

- 11. Adjourn – 8:00 p.m. [A 2/3 majority can extend the meeting.]

Deferred items (e-mail discussion or next board meeting):

[List of other items]

Please let Chair know about items you want considered for future Board meeting agendas.