

JWN GENERAL MEETING – AGENDA STRUCTURE

Adopted by the JWN Executive Board on July 17, 2006

JWN General Meetings are the second Tuesday of every month, except July and August. The April meeting is designated the “annual meeting” at which elections are held. Traditionally, a neighborhood holiday party is held in December and a neighborhood picnic is held in June, in lieu of a business meeting.

General meetings in September-November and January-May typically include a business meeting and may also include a program. All neighborhood business, including motions, are considered only during the business meeting. The business meeting adjourns prior to any scheduled program so that members may leave the meeting knowing that no further business will be conducted in their absence.

*The business meeting is conducted according to **Robert’s Rules of Order, Newly Revised.***

Co-chair contacts

Paul Conte, Co-Chair, pconte@picante-soft.com, 344-2552
Rene Kane, Co-Chair, rkane@highstream.net, 343-4309

BUSINESS MEETING

Presiding officer: [name of the Co-chair or other board member who will preside]

1. 7:00 p.m. – Business meeting called to order
2. 7:00 p.m. to 7:15 p.m. – Introductions and announcements

JWN members and guests attending the meeting are invited to introduce themselves.

We encourage announcements be submitted to one of the Co-chairs in time to be included in the regular JWN publications and on the JWN Web site, which will provide much broader distribution than announcing at a general meeting. Please contact either Co-chair for information about publication schedules

If you have an announcement for the meeting, please provide the information to one of the Co-chairs by Noon the day of the meeting. In order to provide as much meeting time as possible to conduct neighborhood business and offer informative programs, *announcements at the meeting are limited to one minute.* We recommend bringing 50 copies of a handout that includes details about events or organizations.

3. 7:15 p.m. to 7:25 p.m. – New agenda items from members.

Members may introduce topics for deliberation and possible vote at the *next* general meeting. (By two-thirds vote during Agenda Adjustments (see below), a motion related to a topic not on the current meeting’s agenda may be considered and voted on at the same meeting.)

If you have a new agenda item, please notify one of the Co-chairs by Noon the day of the meeting.

4. 7:25 p.m. to 7:30 p.m. – Agenda adjustments.
By two-thirds vote, the current meeting's agenda topics and allocated times, as well as the scheduled adjournment time may be adjusted.
 5. 7:30 p.m. to 7:45 p.m. – Reports from Co-Chairs and Treasurer.
Members' questions and comments for the Executive Board.
 6. 7:45 p.m. until adjournment – Neighborhood business.
This follows the published agenda (unless adjusted).
 7. At scheduled time (unless adjusted) – Business meeting adjourned.
By two-thirds vote, the business meeting can be extended.
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PROGRAM

8. After business meeting adjournment until 9:00 p.m. – Scheduled program.