

MISSOURI ASSOCIATION OF SOIL AND
WATER CONSERVATION DISTRICTS

**Do's And Dont's for
Effective Board Meetings**

Tuesday, December 1, 2009
1:30 PM – 3:00 PM

FACILITATOR: PAM PULLMAN,
PERSONNEL AND MANAGEMENT (P.A.M.) COMPANY
PO BOX 678, ST. LOUIS, MO 63032-0678

www.pampullman.com

Email: pamsomewhere@sbcglobal.net

Toll free: 1.800.730.2PAM(726)

**ROBERT'S
RULES OF ORDER
PARLIAMENTARY
PROCEDURES**

KEY TERMS

PARLIAMENTARY PROCEDURES

**QUORUM
AGENDA
MOTION
SECOND
VOTING**

**RULES FOR OBSERVING BASIC PARLIAMENTARY
PROCEDURES**

**Three "Cs" govern the use of
parliamentary procedure:**

- 1) Common courtesy;**
- 2) Common sense; and**
- 3) Common consent.**

SAMPLE: AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Forum & Guests Intro.
- IV. Reading/Approval of Minutes
- V. Committee Reports
- VI. Director/Staff Report
- VII Unfinished Business
- VIII. New Business
- IX. Executive Session
- X. Next Meeting Date/Adjournment

**MISSOURI
SUNSHINE LAW**

TOP TEN THINGS TO KNOW
[http://www.ago.mo.gov/sunshinela
w/topten.htm](http://www.ago.mo.gov/sunshinela/w/topten.htm)

**A WORD ON THE
BOARD *CHAIR***

**COMMITTEES
&
THE EXECUTIVE
COMMITTEE**

**COMMITTEES &
THE ROLE OF
THE CHAIR**

**TIPS FOR
CONDUCTING
MEETINGS**

**PREPARING FOR &
CONDUCTING
THE CONTROVERSIAL
MEETING**

DO'S AND DON'TS

**KEY ISSUES
REMOVAL
&/or
MISCONDUCT**