

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,  
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**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**