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# 6. Board Meetings

## 6.1 Annual General Meeting (AGM)

The AGM is one of the most important meetings that a club is involved in. It is usually written into the constitution that such a meeting must occur. It takes on a more formal approach than the other meetings. These meetings are open to all members of the club. This is where voting for new Board members occurs and motions are passed.

Annual reports and financial statements are presented including reporting on the activities that the club has undertaken during the year. Only matters that have been mentioned on the Agenda can be discussed. It is suggested that at least a month’s notice is given informing the members of the meeting and the motions to be discussed. In some instances a Special General Meeting is called to discuss an urgent matter - the specifications for such a meeting are usually found in the club’s constitution.

The AGM is important, as it is where the club members are able to vote on motions proposed by the Board and also vote in new Board members who they believe have the club’s best interest in mind. However it is often difficult to get members to attend AGMs, and typically participation is poor. Thus you may want to entice members by informing them that food and refreshments will be served, or arrange the AGM so that it follows a club training session or precedes an award ceremony. By combining the AGM with another more attractive event, it may result in higher membership participation.

It is required under the *Society Act* that

* An AGM be held within 15 months of incorporating the society, and then must be held once in every calendar year not more than 15 months from the previous meeting
* A society must give at least 14 days written notice of a general meeting to it’s members
* A quorum is 3 persons unless your club Bylaws states a different number.
* After the AGM the society must file with the registrar an annual report in the form established by the registrar.

### Club Volleyball AGM Policy Sample

1. The Annual General Meeting (AGM) shall be held before \_\_\_*Enter Date\_\_\_\_* of each year and notice of the AGM must be published on the Club Website and also communicated to the current years’ membership, at the last known email address held by the club, at least 15 days in advance of the meeting date providing location and time of said meeting.
2. At all General meetings of the Club, including the annual general and special general meetings, members in good standing shall constitute a quorum (\_\_\_ (30) % members in good standing) for the transaction of business provided the quorum present.
3. In the event that an Annual General Meeting or Special General Meeting fails to achieve quorum 10 minutes after the set start time; the meeting may be reconvened and those in attendance shall constitute a quorum.
4. Any member in good standing over the age of 19 shall have the right to vote at the Annual General Meeting (AGM), or at a Special General Meeting (SGM), of the society. Such votes must be made in person and not by proxy or otherwise. Each member is entitled to one vote. Where more than one family member is represented, the family shall have one vote.
5. Special General Meetings of the Club may be called by the President at his or her discretion, by special resolution of 3/4 of all the members of the Board of Directors, or may be requested by active members of the club, such a request to be in writing and directed to the President. In either event, the date, place, and purpose of such meeting shall be posted on the Club website and emails sent out to parent representatives. In such event, however, only the matters set forth in the notice for the Special General Meeting may be addressed at said meeting.
6. At all general or special general meetings of the Club, attendees must sign-in and have their affiliation and membership in good standing confirmed by the Secretary or Treasurer to determine their eligibility to vote.

**Source:** Lethbridge Volleyball Club <http://lethbridgevolleyballclub.com/LVC/wp-content/uploads/2012/11/LVC-ByLaws-Feb-20-2012-approved.pdf>)

## 6.2 Board of Directors Meetings Policy

1. The Board of Directors shall meet as often as deemed necessary to carry on efficiently the business of the Club. Notice of such meetings to be valid if provided by electronic mail to the address provided to the Board by each Director.
2. At all board of Directors meetings 50% plus one Board member of the Club shall constitute a quorum for the transaction of business, providing that either the President or Vice President is present.
3. Each board member shall be entitled to one (1) vote at a meeting of the club.
4. A Special Directors Meeting (SDM) may be called by the president at his or her discretion by written notification or email to the last known address or email address given by each Board member, provided that such notification shall be given at least twenty-four (24) hours before the proposed Special Directors Meeting.

## 6.3 Board Meeting and AGM Process Policy – Roberts Rule

**Robert's Rules of Order** is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed- upon set of rules makes meetings run easier. Robert's Rules will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless the bylaws state otherwise.

The basic elements of Robert's Rules, used by most organizations and clubs are:

1. **Motion**: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that..."). A second motion must then also be made (raise your hand and say, "I second it."). After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely**: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend**: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit**: This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question**: To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table**: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn**: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, generally only four motions are used:

* To introduce (motion.)
* To change a motion (amend.)
* To adopt (accept a report without discussion.)
* To adjourn (end the meeting.)

\* Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

**PROCESS DURING THE MEETING**

1. TO INTRODUCE A MOTION:

Stand when no one else has the floor. Address the Chair by the proper title. Wait until the chair recognizes you.

* Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.
* Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
* If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
* If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

2. DEBATE OR DISCUSSING THE MOTION:

* The member who made the motion is entitled to speak first.
* Every member has the right to speak in debate.
* The Chair should alternate between those "for" the motion and those "against" the motion.
* The discussion should be related to the pending motion.
* Avoid using a person's name in debate.
* All questions should be directed to the Chair.
* Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
* Asking a question or a brief suggestion is not counted in debate.
* A person may speak a second time in debate with the assembly's permission.

3. VOTING ON A MOTION:

* Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
* Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
* If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
* A majority vote is more than half of the votes cast by persons legally entitled to vote.
* A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
* A tie vote is a lost vote, since it is not a majority.

**Source:** <http://www.afsc.noaa.gov/education/Activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf>

## 6.4 Sample/Template of AGM Agenda

*(Insert Club Name)* Volleyball Club Board Meeting

*Insert Location  
Insert Time and Date*

1. Call to Order and a Welcome to the Meeting (Include any introductions)
2. Counting and declaration of quorom
3. Previous meeting minutes – business arising from the minutes
4. Motion to accept the minutes from previous meeting
5. Reports:

* President’s report
* Secretary’ s report
* Treasurer’s report
  + Approval of audited financial statements
* Committee Reports
  + Make these written and distribute to members
  + In order of need for discussion
  + Fundraising, or volunteer coordinator report

1. Election of New Directors, with a report of the Nominating Committee
2. Club results and News
3. Special announcements or events
   1. Volunteer and departing directors Recognition
   2. Guest Speaker
4. New Business.
   1. Changes to By-laws
5. Next meeting date
6. Adjournment & Refreshments

## 6.5 Sample/Template of AGM Minutes

Minutes of the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Insert Club Name) Volleyball Club Board Meeting

Held at (place) on (date & time)

List of those present at the meeting and apologies

1. Minutes of the last meeting were read and adopted as read on a motion by (name) seconded by (name)
2. Business Arising from the Minutes
3. Correspondence
4. Reports
   1. **President:** reported on a regional meeting attended last week. New club was asking to be admitted to the league. It was decided they should be entered in 2nd Division.
   2. **Secretary**: nothing to report
   3. **Treasurer**: Budget: Treasurer gave a comparative statement of actual receipts and expenditures with budgeted amounts for the year to date, which showed the club operating within its estimates.
   4. **Fundraising Committee**: concession stand raised $550 at the Regional Super Series last weekend. Thank you letters need to be sent to volunteers - Action: Linda
5. Club results – U16 Girls: 1st place in Provincials and 2 top 3 finishes in super series, U16 Boys: 2nd in Provincials, attended 4 tournaments in the season, U18 Girls 3rd @ Nationals with 6 players signed with universities or colleges
6. Special announcements – New rule change to be announced for next season
7. New Business arising
8. Next Meeting (date)
9. Meeting adjourned on a motion by (name) seconded by (name)

# 7. Create a Board Orientation Manual

A Board Manual Provides information included in this document along with the following information below, to provide a manual for new Board members and for members to view the different roles and policies of the Board.

## 7.1 Contents of a Board Orientation Manual:

1. Table of Contents

*The contents of a board manual will vary with the model of board governance/style of operations*

* 1. Contents of manual
  2. All pages should be numbered and dated

1. Mission Statement
   1. Include information about the organization’s values and beliefs
2. History/Background
   1. Fact sheet
   2. Organization’s history
   3. Minutes and annual report/audit of the previous year
   4. Pocket containing brochures/other promotional materials
3. Board Structure/Operations
   1. Meeting and special event information for current year (days, dates, location)
   2. Board and committee structure chart
   3. Board agenda format  
      Board member job description
4. Bylaws
   1. Constitution
   2. Bylaws
5. Policy Manual
   1. Framework policies and long-term strategies
   2. Board self-governance policies
   3. Operational policies
   4. Advocacy policies
6. Financial Summary
   1. Annual budget
   2. Annual audit
   3. Investments
   4. Insurance
   5. Fiscal calendar
   6. Summary of funding sources
7. Board Committees
   1. For each committee include:
      1. Committee terms of reference
      2. Committee year-end reports, goals and objectives for current year
8. Board List
   1. Name, position, length of service
   2. Addresses and phone numbers
   3. Biographies