



BOARD MEETING STEP BY STEP GUIDE

A SIMPLE GUIDE ANYONE CAN FOLLOW!

Let's work together and get things done!



1



CALL TO ORDER

The President says, "I call this meeting to order."

This means the meeting is starting now.

**WE START
THE MEETING!**



2



CHECK FOR QUORUM

The Secretary checks if enough Board Members are here.

We need enough people to make decisions.

**WE MAKE SURE WE
HAVE ENOUGH PEOPLE!**



3



PROOF OF NOTICE

The Secretary says the meeting notice was sent to everyone.

This means everyone was told about the meeting.

**WE KNOW EVERYONE
WAS INFORMED!**



4



READ & APPROVE MINUTES

We read the last meeting's minutes.

Then we vote to approve them.

**WE CHECK WHAT
HAPPENED LAST TIME!**



5



REPORTS

Officers, Committees, and Management share important updates.

We listen so we know what's happening.

**WE STAY
INFORMED!**



6



OLD BUSINESS

We talk about things that were not finished last time.

We decide what to do next.

**WE FINISH WHAT
WE STARTED!**



7



NEW BUSINESS

We talk about new ideas or new things to do.

We decide if we want to do them.

**WE PLAN FOR
THE FUTURE!**



8



OWNER COMMENTS

Owners get a chance to speak

We listen with respect.

**WE HEAR FROM
OUR OWNERS!**



9



VOTE & DECIDE

A motion is made. Someone seconds it. We talk about it.

Then we vote: All in favor say "Aye." All opposed say "Nay."

**WE VOTE AND
MAKE DECISIONS!**



10



ADJOURNMENT

The President says, "I move to adjourn the meeting."

This means the meeting is over.

**WE END THE
MEETING!**



HOW TO MAKE A MOTION (EASY!)

- 1 Say: "I move that..." (tell what you want to do)
- 2 Someone else says: "I second that."
- 3 We talk about it.
- 4 We vote.
 - All in favor say "Aye."
 - All opposed say "Nay."
 - The President tells us the decision!



MEETING REMINDERS

- ★ Be kind and respectful.
- ★ One person talks at a time.
- ★ Stay on topic.
- ★ Keep private things private.
- ★ We are a team!

