

# 28<sup>TH</sup> FIELD ARTILLERY REGIMENT ASSOCIATION

## POLICY LETTER #1

### BOARD OF DIRECTORS

Proposed by 1st<sup>st</sup> Vice President: 30 Jan 2022

Approved by Board of Directors: 27 Feb 2022

President's Signature: \_\_\_\_\_

#### Introduction – General Description of Board of Directors

The Association's Board of Director's primary function is to represent the membership of the Association and has the fundamental responsibility of providing oversight for the organization's fulfillment of its mission. To this end, the Board of Directors sets direction for the Association, provides financial oversight, establishes policy, plans biennial reunions, operates the annual scholarship program, oversees membership, supports funeral activities, operates generation of adequate financial resources to complete the missions, and other activities as delineated in the By-Laws.

The Association is governed by a comprehensive Constitution and set of By-Laws that are reviewed biennially at the general membership meeting conducted in conjunction with its reunion. The policy letters serve as guides for the implementation of said By-Laws and provides as an outline for the Board's practice and function.

#### Role and Function of the Board of Directors

The Board leads the Association in fulfilling its mission of membership, reunions, and scholarships. It is comprised of duly elected active members of the Association by the general membership at the biennial reunion.

#### Core Functions of the Board of Directors

The success of the Association in meeting its mission goals relies on the financial resources generated by Board members.

The Board's commitment to personal generosity of time and effort will inspire other members and set the standard of behavior and financial giving.

#### Meetings

The Board will meet via Zoom the last Sunday of the month at 1930 hours (Eastern time). Notice of the meeting will be sent via e-mail to board members by the information technology committee not later than the Monday preceding it.

Each committee member is required to submit an update for their respective responsibility as well as submit items for consideration to the Board. This update or item for the board must be submitted to the 1<sup>st</sup> Vice President not later than Wednesday prior to the meeting. The items must be in a PowerPoint format and the format determined by the 1st Vice President. As a minimum, the following members must submit items monthly: treasurer,

scholarship, membership, reunion, information technology, chief financial officer, chaplain, and president.

The 1<sup>st</sup> Vice President will chair the meetings. He will also set the agenda and collate the PowerPoint pages submitted by members. In his absence the meeting will be chaired by the president or 2<sup>nd</sup> Vice President. He will call the meeting to order, have the secretary begin recording it, direct the conversations via PowerPoint, conduct business in accordance with Robert's Rules of Order (attached), announce the date and time of the next one, and then close it.

After the meeting the 1<sup>st</sup> Vice President, or surrogate, will forward the PowerPoint presentation to the secretary and historian for file and for our archives. The secretary will transcribe the meeting minutes within one week and send them to all attendees for review. The approval of the minutes will be conducted at the beginning of the next meeting.

The powerpoint slides as well as key notes taken by the Adjutant/Secretary will serve as the official minutes for the Board Meetings. These products are available to any Association member at any time upon request to the Adjutant/Secretary.

## ROBERT'S RULES OF ORDER AT A GLANCE

Parliamentary Procedure for Meetings Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier. Robert's Rules will help us have better meetings, not make them more difficult.

Here are the basic elements of Robert's Rules, used by most organizations:

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 our bylaws.)

2. Postpone Indefinitely: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that same 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. 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. 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, often 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.