

Oakmont Village Association

Preparation for and Conduct of Monthly Board of Directors' Meetings Policy

This policy recognizes the need for the OVA Board of Directors to conduct the monthly meeting in a way that will assure proper attention to all business items without consuming an inordinate amount of time. The following specific actions will be complied with on the occasion of each regular monthly meeting.

1. The Association Manager will prepare a Meeting Package containing an Agenda along with supporting documentation for each item to be discussed. A copy of the Package will be made available to each Director the Friday before the scheduled Tuesday meeting. Directors are expected to become familiar with the content and be prepared to acknowledge and discuss all agenda topics at the meeting.
2. No unbudgeted procurement will be accepted as an Agenda item without prior review by the Finance Committee.¹ The Finance Committee will state whether or not it is feasible to accommodate the new item through reprogramming or other action. Final approval or denial will then be determined by vote of the Board. Emergencies may require suspension of this rule.
3. Monthly reports (minutes) of Committees of the OVA Board must be submitted in writing to the OVA Manager no later than Thursday preceding each monthly meeting of the OVA Board. These reports will be included in the Meeting Package for review by the Directors prior to monthly Board meetings.
4. Financial data will be presented at Board meetings as printed tables rather than read. These tables will be produced for inclusion in the Meeting Package. Additional copies will be prepared for distribution to audience members.
5. Significant business topics on the agenda will be scheduled for discussion in Unfinished and New Business just after the President's and other reports,
6. Committee Chairpersons may summarize with brief comments on the most significant meeting activity, as needed. The full written report will be contained in the Meeting Package.

¹ This does not preclude the Manager from exercising approval authority up to limits established by the Board and thereby eliminating the need for Board or Finance Committee review.

7. The sequence of topics on a typical monthly Board of Directors meeting agenda will be determined by the Board President and/or the General Manager.

The cooperation of all Directors is needed to keep monthly meetings brisk and efficient. Proper consideration and time will always be given to matters that are recognized to be of special importance to the Board and the member audience.