

PWV Board of Directors Meeting Process

Proposed Revision, April, 2022

Note, revisions highlighted in yellow

- Agenda
 - Board Meeting agendas are produced by the Board Chair.
 - Board members will be requested to provide suggested agenda items to the Chair at least a week ahead of the Board Meeting.
 - Presentations supporting agenda items will be emailed to the Chair prior to the meeting so that they can be distributed to Board members, Advisory Board members and committee chairs along with the agenda prior to the meeting.
 - Agenda items submitted which require a decision by the Board should include a statement of the proposed motion.
 - Agendas are approved at the start of each meeting.
 - Items may be added to the agenda during the meeting with the approval of the Board.
 - Agendas and any presentations will be posted to PWV.org website ahead of the Board Meeting, allowing general PWV members to determine if they want to attend.
- Motions
 - All discussions which require a Board decision begin with a motion. Discussion of a motion begins after the motion is seconded.
 - Motions and motions for amendments to the main motion may be made by any PWV member in attendance at the Board Meeting.
 - Motions and motions for amendments to motions must be seconded by a Board member.
 - Once motion is seconded, the person who made the motion is the first to speak and provides any explanatory details for the motion before further discussion takes place. If a motion impacts other PWV committees, the presenter must have discussed the motion prior to the Board Meeting with those committee chairs or their designees and share the results of those discussions.
 - Amendments to a motion are discussed and voted on before further discussion of the main motion. If amendment is passed by the majority, the amendment becomes part of the main motion.
 - In the event that further work is required on a motion, by majority vote, the motion can be tabled for a defined future consideration.
 - The Chair calls for a vote on the final motion once the discussion is complete. The presenter of the motion is given a final opportunity to comment on the motion before the vote is taken.
 - The PWV Executive Committee may approve motions made outside of the Board Meeting when time does not permit a full Board Meeting. Any motion approved by the Executive Committee will be presented at the following month Board Meeting for Board consideration.
- Discussions

- When a discussion is taking place, either for a motion or a presentation which does not requiring a Board decision, speakers must be recognized by the Chair prior to speaking.
 - Members shall not interrupt the speaker with rebuttals or supporting views prior to being recognized by the Chair.
 - Members may interrupt the speaker for clarification of the issue being discussed.
- Voting
 - For the Board to vote on a motion, a quorum of the Board is required.
 - Approval a motion requires a simple majority vote of the Board members present at the meeting.
 - The PWV Secretary will record the outcome of the vote in the minutes of the meeting.
- Presentations
 - Presentations that require a Board decision are made after a motion is made and seconded.
 - Discussion items may come before the Board for any topic about which the Board wishes to be informed. Motions are not made for discussions that do not require a Board decision.
- Minutes
 - The PWV Secretary will document the board's activities after each board meeting.
 - The Minutes are approved at the next Board meeting and then posted to PWV.org website.