



# MONTCLAIR VILLAGE

[www.MontclairVillage.com](http://www.MontclairVillage.com)

**The MVA's mission is to support our merchant members and help the Village thrive.**

## **Board Meeting Procedures**

We use a modified version of Robert's Rules of Order for conducting business. Please observe the following:

- The President recognizes anyone who wishes to speak. Raise your hand to get his or her attention. No side discussions.
- Keep your comments or questions brief and on-topic.
- During the Open Forum portion of the meeting, the public is invited to raise any questions or concerns, or to present issues and events that they feel the Board should be aware of. The President recognizes any Board member who wishes to question or comment on these public presentations before they speak.
- Other than during Open Forum, any topic on the Agenda can be discussed once a motion has been made stating what action is requested of the Board. It must be seconded by a Board member. Discussion that follows is made by being recognized by the President first. Once discussion is finished a vote is made. Motions can be altered based on discussion.
- When a vote is called for from a motion that has been made, seconded and discussed, Board members vote by raised hand, either for, against, or abstained.
- If an item does not require action by the Board it can still be discussed, but all presenters are encouraged to restrict their comments to actionable outcomes.
- The Secretary records all actions taken by the Board and provides written Minutes of each meeting prior to the next meeting. Board members are required to review & approve, or suggest amendments to these Minutes at the next meeting.

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