

Standing Rules of Engagement & Protocols

In order to ensure meetings are conducted in an orderly fashion, maximize the use of our time together and to ensure that everyone is heard the following protocols will be used to conduct SASFAA business.

A. Board Reports

- a. Will be submitted in a timely manner as established by the Secretary
- b. Will be distributed prior to the board meeting
- c. Will be read and reviewed by all board members prior to board meeting
- d. Will be approved as a whole by consent – a consent agenda (as deemed appropriate by the SASFAA President)
- e. Board Reports will not be read or individually reported during the meeting. Each member should read the reports prior to the board meeting and be prepared to ask questions or address any challenges.

B. Meetings

- a. Will be conducted using Roberts Rules of Order
- b. Will comply with the expectations as outlined in the P&P Section 7
- c. Any member wishing to speak will raise their name tent card and wait to be recognized by the chair.
- d. Any member can pass a written comment to the secretary at any point during the meeting.
- e. A brief amount of time will be dedicated during the meeting for each member to communicate their thorns and roses (successes and challenges).
- f. Meetings will be working meetings – used to discuss various business matters of the organization and other high level overview items.
- g. In order to fully vet complex ideas – small discussion groups may be used from time to time.
- h. In order to ensure maximization of time during board meetings, the President may establish a time limit for a particular discussion or otherwise facilitate the meeting in a manner to ensure all perspectives are heard.

C. Decision Making / Voting

- a. The board will operate by majority vote. Voting establishes the will of the board.
- b. When possible motions will be provided in writing or displayed electronically in order to provide clear understanding of the motion being considered. Motions should be presented with current language (including reference citations) and show the proposed wording (changes). Rationale as to why the motion is being considered would be most helpful to understand the motion thoroughly.
- c. Members should address any concerns or objections to a motion during the discussion period.
- d. During the vote, members should act in good faith and cast votes which are consistent with the good of the organization.
- e. Once the board has voted, the board should present a unified voice.

D. Expectations

- a. Be on time, stay for the entire meeting and speak your conscience.
- b. Comply with the expectations as outlined in the P&P 5.1.
- c. All members shall act in good faith in all aspects of conducting SASFAA business.
- d. Constructive criticism and concerns should be directed to the appropriate party. Members will refrain from characterizing the views, motives, and interest of other members to the general public and/or social media. Hearing criticism second-hand is not constructive.
- e. All members will conduct themselves in a professional manner. Be courteous and respectful of all people and ideas around the table. Always keeping in mind, that a well vetted/ debated topic allows for effective decision making for SASFAA.