

# VASWCD 2024 ANNUAL MEETING

Parliamentary procedures for District meetings

Richard Chaffin and Darrell W. Kuntz, III; Assistant Attorney General

# Overview

- Part one:
  - Basic parliamentary process, as it applies to the execution of a District meeting.
    - One half hour
- Part two:
  - Discussion of the adoption of by-laws by a District.
    - One half hour
- Part three:
  - Q&A

# Agendas

- Many are distributed in advance of the meeting and are generally the same for each meeting
  - Adoption is not required, but is not out of order
  - Changes might include a special presentation, at a specific time, that would not normally be on the agenda.
  - If a change is moved, a two-thirds vote is required for adoption of the change

# Minutes

- Many Districts distributed in advance
- Do not have to be read
- The Chair should call for any corrections
  - If there are none, the Chair may state that they are approved as distributed. There may be a vote for approval, but it is not required
  - If there are changes, a vote may be taken to approve, or simply noted as accepted, as changed.
- There is no strict instruction on the recording of minutes, but they need to include the maker of a motion, the second, and the vote. They should be a record of what is done, not what is said.

# Executive session

- Should not be used unless the matter is sensitive in nature
- The general purpose must be stated in open session. Common examples are:
  - Personnel matters
  - Controversies regarding a client
  - Matters involving legal action
- Includes only District Directors, or those they specifically invite to attend
  - Does not automatically include Associate Directors

# Executive session (continued)

- The wording to enter is very specific, by Code:

*At (time) a motion was made by (name) to go into executive session to discuss personnel (example) matters and, as provided for in the Code of Virginia, Section 2.2-3711 (A) (4), discussion of personnel matters not related to public business. The motion was seconded by (name) and the motion carried. At (time) the Board reconvened into open session and (name) moved, pursuant to the Code of Virginia, Section 2.2-3712 (D), to certify that only matters as identified in the motion by which the closed meeting was convened were heard or discussed by the Board during its executive session. (name) seconded and the members agreed that only those matters were discussed.*

# Policy

- Most Districts conduct their meetings using Roberts Rules of Order
  - It would be prudent to include a reference to that in your Policy Manual
    - *Unless otherwise stated, meetings of this District shall be conducted under Robert's Rules of Order, newly revised by the most current edition.*
- District meetings refers to Board, and Committee, meetings.
  - Parliamentary practice applies to all
  - Remember the notice requirements of our meetings, required by Code