



Fairbanks Youth Soccer Association Policies

Policy #4 - BOARD MEMBERS & MEETINGS

Last Updated: January 2016

- I. OBJECTIVE: To establish a regular meeting date for the Board and to set forth the guidelines for conduct of the meeting.
 - a. POLICY
 - i. A regular meeting of the Board shall be held monthly, the time, date and location to be determined no later than the conclusion of the previous meeting.
 - ii. Board meetings shall be open to members.
 1. A members' comments period shall be provided for on the agenda. Testimony shall be for no more than a 3 minute duration followed by questions for the testifying person by the board members only. The public comment period may be closed after 30 minutes at the discretion of the Chair, unless a majority of the board overrules this decision.
 2. Members desiring to address the Board during board meetings on matters of business appropriate to a board meeting should arrange with the Board President to be placed on the agenda.
 - iii. The Board may go into executive session only in those instances specified in Policy #5-'Executive Sessions During Board Meetings'.
 - iv. Board meetings shall be conducted with the Roberts Rules of Order.
 - v. Board meetings shall be adjourned no later than 11:00 p.m. unless the Board members present vote unanimously to continue the meeting.
 - vi. The Board may reschedule regular meetings or schedule additional monthly meetings.
 - vii. Minutes shall be entered in the minute's book after approval at the following meeting.
 - viii. The Board shall review and approve minutes of annual meetings of the members so that they may be included in proper order in the official minute's book.
- II. RESPONSIBILITY
 - a. It shall be the responsibility of the President of the Board, or in his/her absence, the Vice President, to conduct the meetings.
 - b. The President shall be responsible for preparation of the agenda.