

**YALSA Board Meeting
2005 Annual Conference
Chicago, Illinois
June 23-29, 2005**

- Topic:** Guidelines for Board Meetings
- Background:** An earlier YALSA Board adopted these guidelines so that Board meetings could be run efficiently and effectively.
- Action Required:** For Information Only

YALSA Board Meeting Guidelines

Context: YALSA Bylaws, Article IV, Sec. 1: The administration of the affairs of YALSA shall be vested in a Board of Directors.

Implications: The Board sets policy; it does not carry out policy. The Board establishes goals, objectives and anticipated outcomes. SMART objectives produce success (Specific, Measurable, Active, Relevant, Timed). The Board sets a budget to enable goal/objective attainments. The Board monitors policy implementation and achievement of goals/objectives.

Norms:

1. We will arrive on time and honor stated finishing times.
2. We will direct requests for agenda items to the President, who will set the agenda in consultation with the Executive Director and the Executive Committee.
3. We will arrive informed and prepared, or so inform the chair before the beginning of the meeting.
4. We will take the initiative to ask questions and pose solutions.
5. We will make no assumption of motivation of "hidden agenda" on the part of a colleague.
6. We will address questions to the chair of the board meeting who may direct the question to another board or staff member.
7. We will focus on intended outcomes rather than specific details of achievement.
8. We will not engage in undue "wordsmithing."

9. We acknowledge the responsibility, and accountability to us, of the Executive Committee and Executive Director for policy implementation and goal attainment.
10. We direct the chair of the board meeting to conclude each item with a consensus statement and intended action for confirmation.
11. We affirm that the association should be focused, fast, flexible, and friendly. We will model those behaviors.
12. Silence is consent.
13. We will discuss ideas and issues without taking things personally.
14. We will respond promptly to all correspondence, including e-mail.

Adopted by the YALSA Board of Directors - 1/29/99