

Save Our Trails!



Promoting trails in Santa Clara County for the benefit and enjoyment of all

**SAVE OUR TRAILS
Board Meeting
Dwell Christian Church
1292 Minnesota Ave, San Jose, CA 95125
October 21, 2013 - 7:00 p.m.
AGENDA**

CALL TO ORDER

Chair assigns times to the agenda items, and reminds participants of the rules governing the conduct of the meeting (Appendix A, below.)

INTRODUCTIONS

Welcome to visitors. (1 min)

REQUESTS FOR EXCUSED ABSENCE

Corinne, Mary Ellen (1 min)

CHANGES TO AGENDA

(1 min)

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

August 19, 2013; September 16, 2013 (5 min)

PRESENTATIONS BY GUESTS

None

DIRECTORS' REPORTS

- a. President's report (2 min)
- b. Vice-President's report (10 min, under "New Issues")
- c. Treasurer's report (None)
- d. Secretary's report (None)
- e. Attorney's report (10 min, under "New Issues")

CURRENT ISSUES

- a. Status of Action Items (5 min)

COMMITTEE REPORTS

- a. Report of the Clean-up Committee
- b. Report of the Governance Committee
- c. Report of the Communications Committee

DEFERRED ISSUES

1. Recommendation by Joe Carpenter regarding the use of a consent calendar; see Appendix B. (5 min)

NEW ISSUES

1. Preparations for "Bark Day" (Roland; 10 min.)
2. Discussion of whether SOT will write letters of support for two grant applications as requested by Yves Zsutty. (Martin; 10 min)
3. Discussion of whether SOT wants to provide doggie-poop bags, and if so, the source of the bags. (Bill; 5 min.)
4. Discussion of whether we should purchase a "Fold-N-Go" table display, or similar item, for events like "Day on the Bay". (Lars, Roland; 2 min).
5. Request by Legal Counsel that the Board, under Article 10, Section 1 b. of the Bylaws, give notice of its proposal to adopt the Director Loyalty Bylaw and announce the proposal to the Membership. See Appendix C. (10 min)

APPENDIX A:

Policy to improve the efficiency of SAVE OUR TRAILS meetings.

At the start of the meeting, the chair will remind participants of the rules governing the conduct of the meeting. Initially, we suggest the following rules:

- a. The chair will adhere to the agenda. If anyone raises an item that is not on the agenda, the chair will ask that discussion be considered under "other business".
- b. The chair will recognize everyone who wants to speak on an issue before board members speak for a second time.

APPENDIX B:

Recommendation regarding the use of a consent calendar:

SUMMARY - Information and background relating to the effective use of Consent Calendars

ACTION -

1. Read and review the information below
2. Consider adopting the suggested rule of order as part of the SOT Policies

"A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly"

I'm starting this topic so we have a place where we can discuss the use of a Consent Calendar to help streamline our meetings and ensure that our collective time is spent on the most important items at each meeting, rather than getting bogged down in the minutia that frequently seems to swamp our time.

Below is a discussion of how, when and why we should use a Consent Calendar. Please read it over and post up your questions. It is important that each board member understand the procedures around the Consent Calendar and how things can be added or removed. This understanding is **critical** to the successful implementation of the

parliamentarian device, and we will only be successful if we are all in agreement of it's full use at each and every meeting.

The information below is taken directly from

http://www.ccsu.edu/uploaded/Faculty_Senate/Supporting_Documents_2011-12/consent_agenda.pdf without any changes. Please note that this is just one source of information regarding this topic, but does a very good job at summing things up.

Joe

Using a Consent Agenda

Certified Professional Parliamentarian-Teacher Professional Registered Parliamentarian

One of the best-kept secrets of efficient boards and assemblies is the consent agenda, also known as the consent calendar. Contrary to popular myth, *Robert's Rules of Order Newly Revised* does not require that every single item be handled with the full pomp and circumstance of a motion, second, debate, and vote. Some decisions are either routine, or are so widely supported that to make approval a separate action would bog the group down.

Enter the consent agenda. By the adoption of a special rule of order allowing for the consent agenda process, a board or assembly can group as many items together as they desire, and adopt them all at once without debate. The consent agenda can be a powerful tool for a board or assembly that is required to give approvals to items that are routine, non-controversial or both.

The secret of the consent agenda's success is twofold: choosing the right items to put on the consent agenda, and educating members so they know how to handle the process. If either piece is missing, the consent agenda loses its effectiveness.

What should be put on the consent agenda? The first time the process is used, it will feel new and members may tend to be overcautious. For most associations, I recommend that only "no-brainers" go on the consent agenda the first few times, so that members can get used to the procedure. It's better to deal with only one or two items and use the process correctly than to start with five or six items and get confused. Approval of the minutes is usually a good item to begin with. If the board or other assembly has been dealing with an issue for some time and all members are familiar with the implications, final approval of that proposal would also be a good item for the consent agenda. Routine matters such as membership acceptance and non-controversial appointments are also ideal candidates. Where in the meeting should you place the consent agenda? I recommend scheduling it at the beginning, so that the meeting can start out actively supporting its purpose: to make decisions and take actions leading to fulfillment of the association's mission. Be sure to explain the process clearly ahead of time so the members know what to expect.

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by Colette Collier Trohan

Here's how a typical consent agenda is handled: The chair places the consent agenda before the assembly and asks, "Does anyone wish to remove any item from the consent agenda?" Since any member who doesn't trust the process can easily remove any or all of the items, it is important (at least at first) that the items not be confrontational or controversial. Similarly, if any member wants a separate vote on any item, or simply wants to discuss an item, that item must be removed from the consent agenda. It's all or nothing. (For that reason, when minutes are to be placed on a consent agenda, it's a good idea to provide the draft minutes well in advance of the meeting; that way, you can include the corrected version on the consent agenda.)

It helps to have each item numbered, so that a member can simply call out "Number 3," or whatever number they want to remove. In such a case, the chair responds: "Number 3 is removed." (At that time, the decision should be made whether to take up the issue immediately after the consent agenda is adopted, or to place it under its "regular" category heading for that meeting.)

The chair then asks, "Are there any other items to be removed?" If there are none, the chair states: "Items numbered (listing remaining item numbers) are before you. If there is no objection, these items will be adopted." (Pause, to see if there is an objection.) "There being no objection, these items are adopted."

Although an issue may be named by its number during the consent agenda process, the minutes should include the items that were adopted along with the full text of the resolutions or other actions, to provide a complete record of the proceedings.

Parliamentary authorities differ on how to handle consent agendas. Rather than leave it up to varying definitions, I recommend that the body adopt the following special rule of order:

“A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.”

A consent agenda can empower your assembly to take care of routine issues efficiently and easily so you can reserve time for more urgent matters – and make faster progress toward your goals.

APPENDIX C:

Proposed text of change to By-Laws to incorporate a Directory Loyalty Bylaw

No Director shall, directly or indirectly, advance in any substantial manner a position, plan, activity, policy or other thing that in any way substantially conflicts with the subject matter of anything adopted by a vote of the Board of Directors.

Any Director who violates the rule stated in the above sentence shall be removed from the Board immediately through a declaration by the Board under Corporations Code Sec. 5221 (b) that the office of that Director is vacant because he or she has ceased to meet the qualification required under Bylaws, Article V, Section 8 of avoiding a conflict of interest or the appearance thereof between his or her personal interests and the stated purpose of the Organization.