

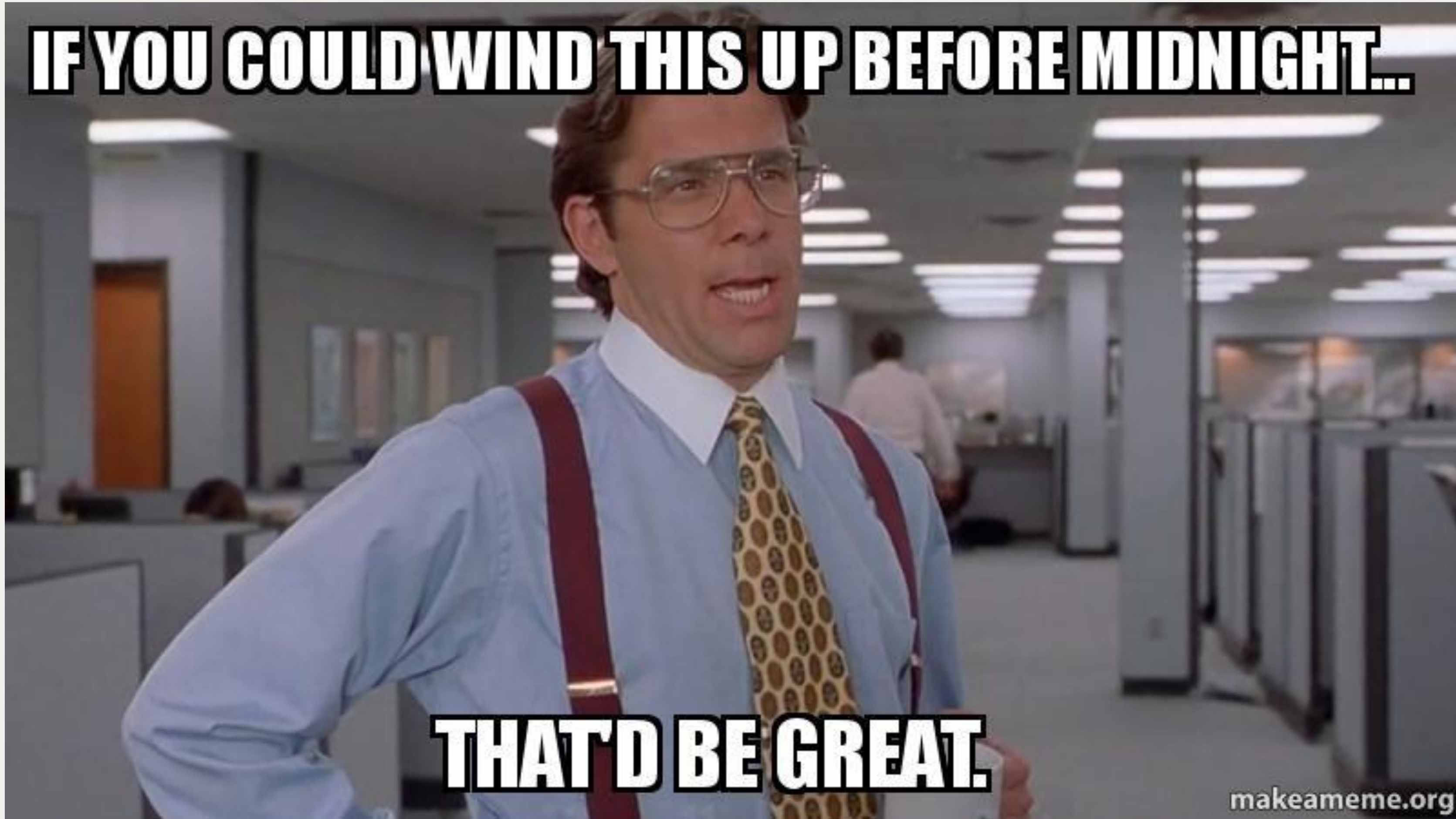


VF Law

Tips and Tricks for Efficient and Effective Meetings

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Partner

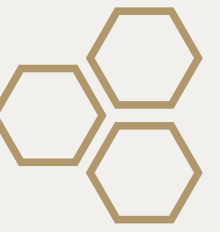


IF YOU COULD WIND THIS UP BEFORE MIDNIGHT...

THAT'D BE GREAT.

So you want to have a meeting:

Things to Consider:



Questions:

- What are the issues?
- What are the decisions we need to make?
- Who gets to make these decisions?
- Who gets to challenge procedures?
- What is the Quorum requirement?
- Basic Types of Meetings
- Should we hold a virtual Meeting?
 - In person, virtual or hybrid
- How often are we having meetings?
- Do we really need to have one?
- Meeting Mechanics: Who will chair it and how will we sign in?
- The Agenda

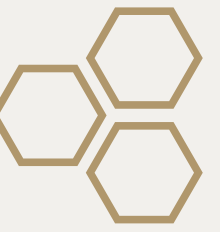
We Need to Have a Meeting:

Basic Requirements:

- Open – Owners are all invited
- Notice – time/place/ location and ideally (but not necessary) agenda
- Notice of an electronic meeting includes all the above plus the “means of electronic meetings to be used” aka the zoom link
- Default Rules of Order: Roberts Rules ORS 94.657 / 100.409



Developing an Agenda



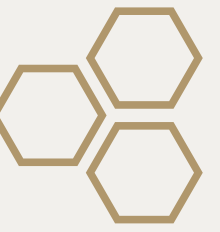
- What do we actually need to accomplish?
- Work backward from decisions that must be made to an agenda
Paid Attendees up front (attorneys and consultants)
- Timed Agenda items?
- Owner's Forum – have one? beginning or end?
- New Business/Unfinished Business
- Topic assignments keep Directors engaged

Sample Agenda

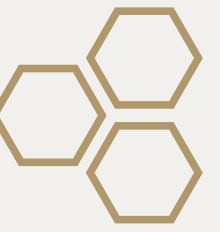
- Call to Order
- Quorum Check
- Reading and approval of minutes
- Reports of Officers
- Reports of Committees
- Election of Directors
- Unfinished Business
- New Business
- Adjourn



Being an Effective Chair....



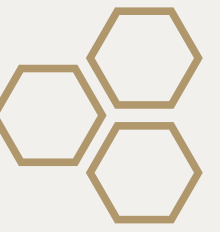
- Guides discussion without forcing the outcome
- Debates issues and arguments not personalities
- Encourages Motions and Debate
- Helps a new or shy Director to phrase their motion
- Restates Motions so everyone knows what they are voting on after discussion (and the secretary knows what the minutes should say)
- Helps the Board take vote (make a decision)



Crafting Effective Minutes

- Minimal Requirements:
ORS 100.419-420 / ORS 94.640-641
- How do we deal with Executive Session?
- What must be included vs. what is superfluous?
- Examples

Minutes: Content



- **Body of Minutes**

- Date, time, place, kind of meeting
- Who was present; if quorum was met
- Previous minutes approved
- Reports (one sentence only)
- Main motions (who moved)
- Votes of directors (yes, no, or abstain)
- Notices of pending motions
- Points of order and appeals
- Adjournment

Sample Minutes

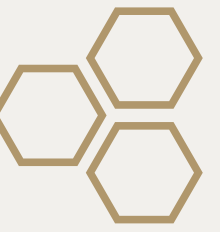
Regular meeting of Board of Randomtown HOA,
Jan 29, 2025 at 7 pm

Joe, Jill, Christina and Bob in attendance

- Minutes from last meeting approved unanimously
- Treasurer delivered report of ...
- Moved and seconded that [exact words of motion] A, B, and C voted yes, D and E voted no, motion passed
- Amendment to ... was passed unanimously
- Meeting adjourned at 2:36 am



Robert's Rules: A few technical points



- Small Association rules (casual) vs. Regular RRO
- Hierarchy of Motions
- Deciding Points of Order/Procedural Challenges
- Disciplinary Procedures
- Use of a Sergeant at Arms to Keep the Peace

**HOA GUIDE TO PARLIAMENTARY PROCEDURE
FOR BASIC MOTIONS
UNDER ROBERT'S RULES OF ORDER**

NOTE: The following motions are listed in order of precedence. A motion can be introduced if it higher on the list than the motion currently being considered.

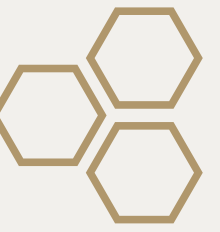


Motion	Is a Second Required?	Is it debatable?	Is it amendable?	Vote Necessary
ADJOURN	Yes	No	No	Majority
RECESS	Yes	No	Yes	Majority
TABLE	Yes	No	No	Majority
PREVIOUS QUESTION	Yes	No	No	2/3rds
LIMIT DEBATE	Yes	No	Yes	2/3rds
POSTPONE	Yes	Yes	Yes	Majority
REFER	Yes	Yes	Yes	Majority
AMEND	Yes	Yes	Yes	Majority
MAIN	Yes	Yes	Yes	Majority
The Following Motions must Be Decided Immediately Regardless of Any Pending Motion above				
POINT OF ORDER	No	No	No	None
APPEAL	Yes	Varies	No	Majority
SUSPEND RULES	Yes	No	No	2/3rds
DIVISION	No	No	No	None

Tips for Efficient Meetings



- Ashley's peer enforcement
- Speaking over one another
- Video on or off? Chat on or Off?
- Who is the host? Or Who is the Chair?
- Who is taking minutes?
- Follow Agenda
- Sign in and verification of quorum
- Figure out how you want to conduct the vote *before the night of*
- Voting:
 - Proxies



Proxies

- A form of voting where some members of an association may delegate their voting power to other members of the association to vote in their absence
- Requirements:
 - Dated and signed by owner (electronic counts)
 - Is not valid if it says it's not revocable
 - Copy must be given to Board of directors
- Termination
 - One year
 - May not be revoked except by actual notice to the person presiding over the meeting
- The Board cannot require a certain form of proxy
- Only for owners (not for board members at board meetings)

Efficient Meetings: Fights

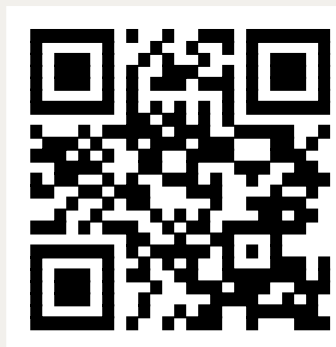
- How do we deal with an owner that shows up for the sole purpose of disrupting the meeting?
- What if an attorney shows up with the aggrieved owner/group?
- What if owners want to record (video/audio)?
- What if a fight breaks out?
- What if we have 100+ owners who all want to say their peace during open forum?



Questions and Answers



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THANK YOU!

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