

FLORIDA ASSOCIATION OF SPECIAL DISTRICTS
ANNUAL MEETING
JUNE 10, 2010
VINOY HOTEL
ST. PETERSBURG, FLORIDA

CONDUCT OF BOARD MEETINGS
PRESENTED BY
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- I Definition of Conduct
 - A. Standard of Personal Behavior
 - B. Act or Process of directing an event

- II Components of a Board Meeting
 - A. Board Members
 - B. Agenda
 - C. Staff
 - D. Constituents
 - E. Media
 - F. Location/ Facilities
 - G. Institutional Integrity

- II-A Board Members
 - 1. Conduct of Board (Members) is fundamental to the conduct of a meeting
 - 2. Core Principals of Conduct
 - a. Elected or appointed public officials
 - b. Responsible for preserving public trust
 - c. Accountable for being custodians and stewards of good (better) government
 - 3. Ingredients of a Successful Board
 - a. Collegial Body
 - b. Respect to diversity and differences of opinion
 - c. Consensus and resolution of issues
 - d. Thoughtfulness and “work at it” attitude
 - e. Informed
 - 4. Role of the Board Member
 - a. Policies / Procedure
 - b. Program/ Projects
 - c. Financial accountability
 - d. Decisions on constituent and issues

e. Outreach

- II-B Structure of Agenda
 - 1. Consent items
 - 2. Public items
 - a. Hearings
 - b. Significant issues
 - 3. Action items
 - 4. Reports
 - 5. Discussion items

- II-C Conduct and Expectations of Staff (consultants)
 - 1. Board member vs general manager/ staff
 - 2. Board directives to staff
 - 3. Staff response to Board
 - 4. Board operational guidelines for staff
 - 5. Board members utilization of staff for conducting an effective and successful meeting

- II-D Constituents
 - 1. Be pro-active at keeping in touch
 - 2. Constantly educate at what the Board can and cannot do
 - 3. Be a good listener
 - 4. Establish a positive, open forum for commentary
 - 5. Stated problems should have stated solutions
 - 6. If necessary or desired, use speaker cards and time limits for comments
 - 7. Utilize a “group spokes-person” in lieu of multiple, repetitive speakers
 - 8. To the extent possible, let all speakers complete their comments before bringing the item back to the Board
 - 9. Avoid uncontrolled comments between Board members and constituents
 - 10. The good, the bad and the ugly

- II-E Media
 - 1. Board’s expectations of the media
 - 2. Media’s expectations of the Board
 - 3. Interviews
 - 4. Written questions and answers
 - 5. Meeting decorum

- II-F Location/ Facilities
 - 1. Safe, easy access
 - 2. Inside/ outside area of jurisdiction
 - 3. Size and accommodations

4. Arrangements of Board, staff, recorder, audience
- II-G Institutional Integrity
1. Abstract but very real
 2. Board relationships
 3. Ethics/ conflicts of interest
 4. Record of meetings/ minutes
 5. Majority rules

III General Comments

- A. Do's and don'ts
- B. Observed experiences
- C. Closing remarks