**WMFO Executive Board Meeting Guidelines**

(revised 6/1/01 by Operations Director Aaron Read)

We are required by the WMFO Constitution to have Executive Board (henceforth referred to as "E-board" meetings a minimum of every two weeks. The Constitution further mandates that all E-board decisions are made by a simple majority vote (except where otherwise indicated in the Constitution) during which at least two-thirds of the executive board is present in person or by proxy to the General Manager or in his absence, to the next ranking officer. All decisions shall be valid and binding, subject to the review of the general staff at the request of any five staff members within two weeks of the decision of the executive board in question. Furthermore, the executive board will report all policy decisions to the general staff at the regularly scheduled general staff meetings.

Here are some proposed guidelines regarding keeping the meetings on their three primary goals:

**First:** keeping E-board members up to date on current WMFO events,

**Second:** planning future events and concepts, and

**Third:** idea-sharing to ensure the collective intelligence of the staff is used most efficiently.

Philosophical discussion is not a purpose of these meetings, however, it is understood that philosophical discussion is essential to many topics in order to judge their viability and effectiveness. As such, these guidelines do include a means of addressing philosophical issues, without letting the discussion become more important than the ultimate decision.

Meetings are intended to last approximately one hour. Up to two hours is acceptable if the situation requires it, but it's understood that the goal is to keep these meetings short, informational and to-the-point.

**1: A specific agenda must be in place before the meeting is called to order.**

Agendas are submitted to the moderator (The moderator is typically the General Manger but the GM can appoint any willing officer) at least 48 hours prior to the meeting. Preferably via e-mail, although a printed hard copy may be submitted no later than 2 business days prior to the meeting. Business days are Monday through Friday, excluding holidays.

Submissions may be no more than *two paragraphs*: one paragraph describing what's currently going on with their department, and one paragraph for issues they'd like addressed (this second part may be within the e-board member's department or about another department).

**2: Each staff member must come to the meeting with a five-minute (or less) rundown** on what they've accomplished and/or what they're working on. No more than 5 minutes. The "rundowns" part of the meeting will be descriptive only; discussion of them is not allowed during this part, although either the speaker or the other e-board members may request that further discussion take place later during the "review" part of the meeting.

**3: After review - the GM may ask specific questions for clarification purposes, and then may recognize other e-board members questions as well.** The GM may, should he or she choose, table a question or issue until a later time or date at any point during this part of the meeting. This particular part is meant for factual and procedural questions and has a set time limit of *15 minutes total* (although this may be extended an additional 10 minutes if requested - and seconded - by an E-board member). Bear in mind that philosophical points are to saved for the next part.

**4: Finally, the meeting reserves up to 20 minutes of philosophical debate over any particular issue.** E-board members must be recognized by the GM prior to addressing the board. All proposals, points, monologues and replies must be kept to a maximum of TWO minutes in length. A member may request additional time from the GM, but no more than FIVE additional minutes. The GM may decide to grant as much or as little time as he or she chooses but the cutoff point is 20 minutes total. This can be extended only by majority vote (with the GM's vote being a tiebreaker if necessary). The moderator of the meeting will keep track of timing.

**5: The moderator has absolute control over ANY discussion within the meeting.** If the moderator feels the discussion needs to be ended, he/she can do so unilaterally at ANY time. However, any one E-board member may request an override vote. The moderator MUST recognize the request. The E-board will then vote by simple majority (with the moderator abstaining) whether to continue the discussion or to end it and move on. In the event of a tie, the moderator will decide whether to stay with the original judgement, or to reconsider (in the face of several E-board members wishing to continue discussion) and let the discussion continue.

During any part of the meeting, any E-board member wishing to comment must be recognized by the moderator prior to speaking...except in cases where the floor has specifically been opened for unrecognized comments - i.e. an officer describes a situation that requires a couple of volunteers, then asks the entire E-board for volunteers. The moderator does not need to recognize each officer for them to agree/not agree to volunteer.

**6: On any issue regarding future actions, plans or concepts of the station as a whole or in part - any e-board member may request that a vote take place to pick a course of action.**

If the request is seconded by another member (excluding the moderator) then the moderator must recognize the motion and a vote will take place. Simple majority wins with the GM breaking any ties.