

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. When used properly, Robert's Rules can help to create efficient and successful meetings. While neighborhood associations are not required to follow Robert's Rules, many neighborhoods do opt to follow its key concepts or modify the rules as needed to meet the needs of the group. Please see the following two pages to learn more about Robert's Rules of Order and a common variation known as Bob's Rules of Orders.

"Quorum" is the minimum number of general membership, board or committee members who must be present at a meeting in order to take a vote that results in a decision. The fixed number or formula to determine quorum must be outlined in each neighborhood association's bylaws.

Decision-Making

All decisions and deliberations toward decisions must be made at meetings open to the public, where a quorum of members is present. All neighborhood association members present at a meeting shall have one vote each. If there are several members of a neighborhood business in attendance, for example, the business is only eligible for one vote.

Members must physically be present to vote. Voting by email, phone, mail or by another member is prohibited. The process for voting at meetings may be determined in a neighborhood association's bylaws. Voting can be done orally, by a show of hands or by written ballot. Decisions shall be rendered by a majority or 2/3 vote, as indicated in your association's bylaws.

Decisions That Do Not Require Voting

In general, routine day-to-day decisions do not have to be made at open meetings or officially voted upon. Examples of such decisions include performance of board duties as outlined in bylaws, preparation of notice and agendas and event planning logistics such as the number of balloons to have or tables to rent.

Elections Procedures

For election of officers and board members, voting may be done by secret ballot. This is the only time when neighborhoods may vote in secret. Ballots must be delivered to SE Uplift and retained for a 60-day period before they are discarded. Anyone is able, upon request, to review written ballots at the meeting or at SE Uplift within 60 days of the election.