

# BYLAWS OF NORTH MASON COMMUNITY VOICE

## ARTICLE I NAME

The name of this organization shall be the "NORTH MASON COMMUNITY VOICE," hereinafter referred to as the "NMCV."

## ARTICLE II PURPOSE

**2.1 Purpose.** The purpose of NMCV shall be to empower individuals and community associations by encouraging dialog with county and state governments by:

- creating an organized voice directed to government for issues of common interest for people of North Mason;
- participating with county officials concerning North Mason issues;
- advocating for issues that benefit the North Mason community;
- educating the community on issues that affect North Mason.

**2.2 Scope.** NMCV is organized as a corporation exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, making distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. NMCV shall observe Section 501(c)(3) of the Internal Revenue Code, Chapter [24.03](#) and other applicable statutes of the Revised Code of Washington (RCW) and all local, state and federal laws that apply to a nonprofit organization.

**2.3 Limitation of Activity.** NMCV, in its activities, will not lend its influence to support, endorse or oppose the election of any candidate for public office, either partisan or non-partisan, but may conduct voter education activities or public forums concerning issues before voters, conducted in a non-partisan manner, as allowed by State and Federal law.

## ARTICLE III BOARD OF DIRECTORS

**3.1 Powers.** The business, property and affairs of NMCV shall be managed by a Board of Directors (hereinafter referred to as the "Board"), which shall have the power to: 1) adopt the annual budget; 2) borrow money; 3) raise and disburse funds; 4) invest and reinvest funds; 5) sell, buy and exchange properties and securities; 6) make contracts; 7) appoint committees; and 8) perform the duties and have such powers as may be necessary to carry out the purpose of NMCV. Board members will serve without remuneration, but may be authorized reimbursement for reasonable expenses incurred on behalf of NMCV by a majority vote of members present at a regular business meeting.

**3.2 Number.** The Board shall consist of the seven (7) members elected at large from the membership. Term of office will be two years with approximately one half of members elected each year. The Board should be represented from diverse geographical areas as much as possible.

**3.2.1. Adjustment of Board Size.** Reduction of Board members shall be accomplished by attrition. Current Board members may run for re-election when their term expires, but shall not be replaced if they resign or choose not to run for re-election, until a Board of seven (7) members is attained.

**3.3 Executive Session.** A motion to go into executive session shall state the nature of the business of the executive session and no other matter may be considered in the executive session. Executive session is allowed only for the following:

- To consider the selection of a site or the acquisition of real estate by lease or purchase; or to review negotiations for award of or performance for public bid contracts when public knowledge regarding such consideration would cause a likelihood of increased price;
- To receive and evaluate complaints or charges brought against an Officer, Director regular member, volunteer

or employee. However, upon the request of such Officer, Director, regular member, volunteer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

- To evaluate the qualifications of an applicant for employment or volunteer work or to review the performance of an employee or volunteer.
- To discuss with legal counsel representing NMCV matters relating to litigation or potential litigation to which NMCV or an Officer or Director acting in an official capacity is, or is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to NMCV. Executive session is not permitted solely because an attorney representing NMCV is present.<sup>1</sup>

Attendance in executive session shall be limited to the Officers and Directors and any person whose presence is requested by the Board. Minutes of executive sessions need not be taken, provided however, that if they are taken, they shall be recorded as a part of the minutes of the meeting in which the Board has voted to go into executive session. In any case the results of the executive session shall be recorded as a part of the minutes of the meeting in which the Board has voted to go into executive session.

**3.4 Nomination of Officers and Directors.** The Board shall appoint an ad hoc nominating committee to seek candidates for Directors at least sixty (60) days before the annual meeting. Nominations will remain open until the election at the annual meeting. Any member may volunteer to run for Director without being nominated by another member. All nominations require a second by a member of record.

**3.5 Election.** Directors shall be elected by plurality vote of the membership present at the annual meeting. Any member of record as defined in § 6.1 is eligible to be nominated for election to the Board. Officers shall be elected for a one (1) year term by other members of the Board at the next regular meeting after their election to the Board.

**3.6. Voting.** Directors shall be elected by secret ballot. Director(s) shall be elected at-large as a single slate by cumulative bloc<sup>2</sup> vote of members present with the winner(s) elected from the top ordinal<sup>3</sup> candidates, or by a voice vote of acclamation if the number of candidates equals or is less than the number of Directors to be elected.

**3.7 Conflict of Interest.** Directors may hold positions as Officers and Directors of other nonprofit community organizations or may hold an elected public office. A Director's efforts to advance another community association's purpose will not constitute a conflict of interest or a breach of fiduciary duty to NMCV absent a showing of bad faith or gross negligence.<sup>4</sup> Holding positions as an Officer or Director in a for-profit organization or in a nonprofit organization which may benefit from the activities of NMCV is not a conflict of interest *per se*, but the nature and extent of the candidate's interest in that organization(s) must be fully disclosed prior to election voting.

**3.8 Vacancies.** The Board shall fill vacancies in its own membership by selecting the next highest vote getter eligible to serve under § 3.2 from the slate of nominees at the last annual election. In the case of ineligibility of the next highest vote getter, the Board may, by majority vote, appoint an eligible member to fill the vacancy. Such new Board members shall hold office until the next annual election.

**3.9 Removal of Officers and Directors.** Any Officer or Director may be removed from office with or without cause by a two-thirds vote of the membership present at any regular or special meeting of the membership of NMCV. Notice of the proposed removal of an Officer/Director shall be given to such Officer/ Director ten (10) days prior to the date of the meeting at which said removal is voted upon; such notice must state the cause for the proposed removal. Unexcused absence at three (3) consecutive regular business meetings shall be cause for removal.

## ARTICLE IV OFFICERS

**4.1 Officers.** The Officers of NMCV shall consist of the Chair, Vice Chair, Secretary, Treasurer and Public Information Officer (PIO). Board members may hold two offices except the Chair and Secretary. These Officers shall be elected by the Board at the first regular meeting following the annual meeting for a period of one (1) year.

**4.2 Chair.** The Chair shall 1) preside at all meetings; 2) sign such papers as may be required by his/her office or as may be directed by the Board; 3) make such reports and recommendations to the Board and to the members of NMCV at any meetings concerning the work and affairs of NMCV, as in his/her judgment may be necessary for information and guidance; 4) request from the Treasurer, Secretary, PIO and committees such reports as in his/her

<sup>1</sup> Extracted from Chapter 42.30 RCW "Open Public Meetings Act"

<sup>2</sup> Each voter shall mark one point to each of n candidates, where n is the total number of at-large candidates to be elected.

<sup>3</sup> Ranked in declining order of number total votes received

<sup>4</sup> <http://www.publiccounsel.org/publications/alertv.pdf>

judgment are necessary; and 5) perform such other duties as may be incidental to the office.

**4.3 Vice Chair.** The Vice Chair, in the absence or disability of the Chair, shall perform the duties and exercise the powers of the Chair. The Vice Chair shall perform such other duties as shall be prescribed to him/her by the Board or the Chair.

**4.4 Secretary.** The Secretary shall 1) with the assistance of the PIO, issue all notices of meetings; 2) notify individuals elected to office, to membership, or to the Board; 3) keep complete records of all business meetings, including a record of Board members and total attendees at each meeting; 4) present minutes from the described meetings in written form to the membership for acceptance at the next regularly scheduled meeting; 5) issue notices, as may be directed by the Board; 6) be custodian of all records of NMCV, except such records, and papers as shall be kept by the Treasurer or PIO as herein provided; 7) sign such papers as may be required by his/her office or as directed by the Board; 8) convey all official records and papers of NMCV to his/her successor in good order; 9) maintain a database of members in electronic format; 10) perform other duties as may be incidental to the office; 11) submit all required reports to the Secretary of State; and 12) maintain official corporate records, consisting of, at a minimum:

- Minutes of all business meetings
- A conformed copy of the corporation's Articles of Incorporation and Bylaws;
- Copies of all correspondence and filings with the IRS

The Secretary may be assisted by a Recording Secretary who is not a board member.

**4.5 Treasurer.** The Treasurer shall 1) be qualified and capable of following appropriate financial practices that ensure the financial integrity of the organization. The Treasurer shall: 2) make financial reports to the membership at regular business meetings; 3) collect and deposit in NMCV account(s) all dues and fees from members and all other monies payable to NMCV, and be responsible for disbursements of same; 4) keep adequate financial records utilizing standard accounting procedures; 5) arrange for an annual, prior to the annual meeting; 6) present an annual financial report at the annual meeting; 7) submit all required reports to the Internal Revenue Service; 8) convey all official records and papers of NMCV to his/her successor in good order; and 9) maintain official corporate records, consisting of, at a minimum:

- Adequate and correct books and records of NMCV's bank account(s).

**4.6 Public Information Officer (PIO).** The PIO shall have general responsibility for public communication on behalf of NMCV as defined in § 7.8, including: 1) coordinate relations between NMCV and the County Commissioners and other government officials; 2) coordinate media relations via print, television, radio and other media outlets concerning NMCV issues, events and information; 3) serve as the initial point-of-contact for public inquiries; 4) draft all releases, informational advertising and other information for dissemination via the media; 5) refer non-routine media requests involving responses that require interpretation of policy, involve member information of a legal, sensitive or controversial issue to the Chair; 6) assist the Secretary in issuing notifications; 7) serve as moderator for Internet e-mail groups; 8) assure Web site information is current, accurate and complete; 9) convey all official records and papers of NMCV to the Secretary in good order.

**4.8 Voting.** Each Director except the Chair shall have one (1) vote at all business meetings except in those situations where a member is precluded from voting by a conflict of interest. A conflict of interest arises in any situation in which an individual is in a position to exploit his/her position on the Board in some way for his/her personal benefit or where there is an appearance of impropriety that can undermine confidence in the ability of that person to act properly, even if there is no evidence of improper actions. If a dispute arises in regard to whether a conflict of interest might exist, a majority vote of the remaining members of the Board shall be the final determination whether such conflict of interest exists. The Chair may vote at meetings only in the case of a tie vote, but may vote in any ballot election. The Chair may not make or second motions.

**4.9 Conduct of Directors.** The Directors and Officers shall be vested with pride and honor and shall be clear to define when they are speaking for NMCV and shall not use their office for personal gain. No Officer or Director may use their title in support, endorsement or opposition of any political candidate. No Officer or Director may use their title in support, endorsement or opposition of any issue without the specific authorization of the membership.

**4.10 Inability to Fulfill Term.** All Officers shall serve in their respective offices until retired at an annual meeting. In the case of inability to serve because of death, illness, moving, or three (3) consecutive unexcused absences from regularly scheduled meetings, the Board may select a member to serve in the absent Officer's or Director's position in accordance with § 3.7 until the next annual meeting.

**4.11 Financial Distributions.** Financial distributions shall require the signature of two Board members appointed by the Board.

## ARTICLE V COMMITTEES

**5.1 Establishment, Function and Duration.** The Board may establish such committees as required to conduct the business of NMCV. Committees will be governed by these Bylaws and serve until abolished by the Board.

**5.2 Membership.** Any member of record or any associate member may be selected by the Board to serve on committees, except that associate members may not participate in committee votes or serve as committee chair. All committees must include at least one Director.

## ARTICLE VI MEMBERSHIP

**6.1 Members.** Any legal resident of the United States, 18 years of age or older, representing himself/herself or any person representing a community club, homeowners association, organization, company or corporation having an interest in the purpose and support of this organization shall be eligible for membership upon payment of dues. NMCV's primary operating area of representation shall be the general area of Mason County Commissioner District 1.

**6.2 Associate Members.** Those individuals and organizations not physically resident or located within the general area of the Mason County Commissioner District 1 and individuals younger than 18 years of age are eligible for associate membership with all rights and privileges except they shall not be qualified to vote or hold office.

**6.3 Honorary Members.** Honorary memberships may be issued at regular meetings or by the Board. Honorary members are invited to participate in meetings and activities of NMCV without payment of dues, but shall not be qualified to vote or hold office.

**6.4 Payment of Dues.** Annual dues shall be established by the Board for each individual or association, due on joining or January 1, of each year, with no proration for partial years. Annual dues are to cover general overhead costs. Special collections or fund-raisers may be held to finance special events or issues. Dues changes shall be proposed by the Board, approved by two-thirds vote of the membership at an annual meeting and become effective beginning at the next regular meeting after approval.

**6.5 Voting Requisite.** All members as defined in § 6.1, whose dues are paid up to date, shall be considered members of record and shall be entitled to one (1) vote.

**6.6 Termination of Membership.** Any member may resign by giving written notice thereof to the Board.

- Any member may be dropped from membership by a two-thirds (2/3) vote of the Board at a regular business meeting for conduct unbecoming a member or detrimental to the objectives of NMCV, provided that said member shall be given, written notice and the opportunity to be heard at the meeting. A suspended member may not reapply for membership for ninety (90) days.
- Any member may be terminated by the Board for non-payment of dues.
- Any member shall be terminated by the Board for citing their membership or office in NMCV to support, endorse or oppose any partisan or nonpartisan political candidate. This in no way restricts individuals who are members, Directors or Officers of NMCV from actively supporting, endorsing or opposing any partisan or nonpartisan political candidate or other political activity without citing membership or office in NMCV.

**6.7 Political Activities by Members.** No member may cite his/her membership in NMCV to support, endorse or oppose any political candidate. No member may cite his/her membership in NMCV to support, endorse or oppose any issue without the specific authorization of NMCV membership.

## ARTICLE VII MEETINGS

**7.1 Regular Business Meetings.** The Board shall convene a regular business meeting the fourth Monday of each month from 6:30pm until approximately 8:30pm at a place chosen by the Chair, except as otherwise determined by a majority vote of the quorum of members at a regular business meeting.

**7.2 Annual Meetings.** The Board shall convene an annual meeting at the May regular business meeting each year for the purpose of electing Directors and conducting such other business as is required.

**7.3 Special Business Meetings.** Special business meetings may be held at the call of the Chair, one-third of the Board members or upon petition to the Chair in writing by five (5) percent of the members of record. The agenda must be submitted to the Chair with the petition for the meeting. Only those subjects set forth on the agenda may be acted upon at a special meeting.

**7.4 Community Meetings.** NMCV may sponsor community meetings to educate residents of the North Mason community on issues of public interest. Community meetings may include "candidate forums," at which candidates for partisan or nonpartisan office express or debate their positions on issues within the scope of purpose of NMCV. Such community meetings shall not be considered meetings of NMCV and no NMCV business shall be conducted at said community meetings; however business meetings may be conducted contiguous with community meetings.

**7.5 Public Notice of Meetings.** The Secretary, with the assistance of the PIO, shall issue notices to all members of time, place and purpose of meetings thirty (30) days prior to annual business meetings; ten (10) days prior to regular business meetings and community meetings; and three (3) days prior to special business meetings. The PIO shall provide notices of all meetings, including community meetings to local media, including newspaper(s) and radio station(s), and Web site(s), if applicable (See § 10.5), at least seven (7) days prior to the meeting.

**7.6 Conduct of Meetings.** All business meetings except those in § 3.3 shall include a free and open exchange between the Board, NMCV members and attending nonmembers. Except for actions exclusively reserved for Board purview by law or these Bylaws, the quorum of members shall be allowed to participate with the Board in the motion and voting process. NMCV meetings will be conducted in accordance with abbreviated parliamentary procedures defined in Appendix A. NMCV is a "grass roots" organization, so meetings will be informal, but must be conducted with courtesy and decorum in accordance with the Appendix B guidelines. The Chair may ask anyone to leave a meeting whom he/she deems to be persistently rude, argumentative or disruptive.

**7.7 Open Meetings.** All business meetings of NMCV and all community meetings sponsored by NMCV are open to members and nonmembers, unless excepted in § 3.3. Directors shall avoid e-mail discussions of official NMCV business, unless members of NMCV are included in such e-mailings.

**7.8 Public Communication.** All news releases, informational advertising and other information released to the media must be approved prior to public dissemination; approval may be by a vote of the majority of members at a regular business meeting or by concurrence through membership-wide e-mail. All official NMCV information posted on electronic media (e.g., e-mail groups, web sites) must be approved by the Chair prior to posting. Information about members or volunteers or legal issues may be released only by the Chair, subject to State and Federal law. Routine information, such as dates, places and purposes of business meetings or approved community meetings, may be released without prior approval.

**7.9 Quorum.** The members present at a regular and annual business meeting shall constitute a quorum. One-third of the members of record present in person shall constitute a quorum at any special business meeting of NMCV, but, in the absence of a quorum, a majority of those present at the special business meeting may take an adjournment from time to time until a quorum shall be present. At least half of the current Board members shall constitute a quorum for those actions requiring Board action. A majority of votes cast is necessary for adoption of any matters voted upon unless a greater proportion is required by law or these Bylaws.

**7.10 Political Activities.** NMCV may examine and discuss the position of partisan or nonpartisan candidates on issues within the scope of purpose of NMCV. NMCV may prepare and disseminate educational information regarding the position of partisan or nonpartisan candidates on issues within the scope of purpose of NMCV, provided the material includes equal and balanced coverage of the position of all candidates and does not support, endorse or oppose any candidate. Advocacy of a particular position or viewpoint by NMCV on any issue must provide a sufficiently full and fair exposition of pertinent facts to permit an individual or the public to form an independent opinion or conclusion. In all NMCV forums and official communications:

- The presentation of viewpoints must be supported by facts.
- The facts supporting the viewpoint must not be distorted.
- Presentations must exclude all use of inflammatory and disparaging terms and must express conclusions based on objective evaluations rather than emotion.
- The approach used must be aimed at developing an understanding of the issue by the audience.

**7.11 Minority View.** Any member or group of members may request his/her/their dissent to a majority vote be recorded in the meeting minutes. He/she/they may submit written supporting or dissenting comments to be included as an addendum to the corresponding official meeting minutes.

**7.12 Proxies.** Directors, Officers and members may not vote by mail, by electronic transmission, or by proxy.

### **ARTICLE VIII FISCAL YEAR**

The fiscal year of NMCV shall be the calendar year.

### **ARTICLE IX AMENDMENTS**

The Bylaws of NMCV may be amended at any regular meeting of NMCV by a two-thirds vote of the members present, provided written notice of the intention to amend the Bylaws, including the text of the proposed changes, has been communicated to all members at least thirty (30) days prior to the date of said meeting.

### **ARTICLE X NOTICES**

**10.1 Notifications.** The Secretary and/or PIO shall use any legal, cost-effective means of notification (see especially RCW [24.03.080](#), [24.03.460](#) and [24.03.009](#)) to encourage maximum member and public participation at all NMCV meetings.

**10.2 Electronic Transmission.** NMCV members, Officers and Directors may use electronic transmission. However, all members, especially Officers and Directors, shall limit the volume and content of the electronic transmissions they send each other to prevent possible violations of § 7.7.

**10.3 Consent to Electronic Transmission.** All members shall be encouraged to consent to receipt of electronically transmitted notices by notifying the Secretary in writing or by electronic transmission. (See [RCW 24.03.009](#)). Consent may be revoked by notifying the Secretary.

**10.4 E-mail Group.** NMCV may establish a public "e-mail group" (for example <http://groups.yahoo.com/>) where all messages to the site are public – they can be read by anyone, including nonmembers of NMCV. Posting should be moderated, with replies automatically posted to the group, and with the Board and all current members of NMCV being authorized by the PIO to join the group.

**10.5 Web Site.** NMCV may establish a public Internet Web site. Meeting minutes and other pertinent information may be posted on the site. The Web site shall comply with these Bylaws and shall not be used for personal gain by any member. All content shall be consistent with Federal and State law, NMCV policies and established procedures, and further the role and mission of NMCV. The Web site cannot be used for profit or commercial purposes other than official NMCV business. Posted materials shall be high in quality, technically complete and adequate to the purpose, and provide information to the inquiring public that results in benefit to NMCV and the North Mason community. All material must be approved by the Chair prior to posting.

Date Bylaws Amended May 23, 2016



CHAIR

## **Appendix A. Parliamentary Procedure**

### **1. What is the proper sequence of steps in having a motion voted on?**

A motion has nine possible steps:

- Moved - a proposal from the floor.
- Seconded - another member feels the proposal is worth discussing.
- Stated - by the chair or Secretary. Wording is recorded properly and everyone understands the intent of the proposal.
- Discussed - every speaker addresses the chair and must speak only to the motion. Usually, each member may speak only once to a motion except the mover who has first and last chance to speak.
- Amended - changing the wording of the motion by: adding or deleting words and replacing with different words. Each amendment has the same 9 steps as a motion.
- Called - after sufficient discussion, either a motion to end debate or a vote is called at the discretion of the chair.
- Restated - ensures everyone understands what is being voted on.
- Voted - chair calls each option: "All in favor?", "Opposed?" or "Abstaining?"
- Declared - results of the vote are announced by the chair.

### **2. Can the intent of the main motion be changed by an amendment?**

Yes; the main motion may be changed, contrary to the intent of its movers. Only two criteria govern the use of an amendment:

- An amendment may not convert a motion to its direct negative; and
- An amendment must be pertinent to the topic in the main motion. E.g., a motion "to purchase a new typewriter for the Secretary" may not have "and to pay the expenses of delegates to the annual meeting" added to it. This amendment clearly has no relationship with the Secretary's need for new equipment.

### **3. How many amendments can be made to a motion?**

There are only two kinds of amendments: those pertaining to the proposed motion called "first rank"; and those pertaining to a proposed amendment called "second rank" (amendment to the amendment). Only one amendment of each rank may be on the floor at one time. Any number of amendments may be made to most motions, but no "second rank" amendments may be amended (i.e., an amendment to the amendment to the amendment is not allowed!).

### **4. How can a meeting start without a quorum?**

A quorum is the minimum number of eligible voters that must be present at a meeting to conduct business. If no quorum is present when the advertised hour of the meeting has been reached, then:

- the presiding Officer may dismiss the group (after setting a time for future meeting); or
- the group may agree to proceed informally with the agenda, awaiting ratification of any decisions at a future meeting; or
- the group may discuss any items of interest but make no decisions.

### **5. After considerable debate, we still are not ready to vote on the motion. What can we do?**

- A motion to postpone the matter until the next meeting may be in order, so that more information can be gathered.
- A motion to postpone temporarily (to table) allows a motion to be set aside until later in the meeting, allowing more urgent business to be dealt with, permitting amendments to be drafted, or allowing time for implications of the motion to be checked. A motion to take from the table brings it back before the meeting.
- The motion may be withdrawn at the request of its mover, but only if no member present objects.

**6. What happens when someone yells "Question!" from the floor?**

Someone yelling "Question!" from the floor indicates that he or she wants the motion put to a vote. Only if the chair feels that the motion has had reasonable debate and most members are ready to vote, can he or she call the question (i.e., "All those in favor?", etc.).

Another way to close discussion on a motion is for someone to make a motion to call for a vote. This motion must be seconded and requires a two-thirds majority vote in order to proceed with a vote on the motion on the floor.

**7. How should a committee report be accepted by an organization?**

A motion to "receive" the report means that the organization is not committed to any of the conclusions or recommendations contained in it. (An example of such a report would be the monthly, unaudited Treasurer's report.)

A motion to "adopt" the report in whole or in part commits the organization to some or all of the recommendations of the report, and often implies some action to be taken.

**8. Sometimes while one motion is being considered, an alternative motion might be the better one. How can it be presented?**

1. The movers request permission from the presiding Officer to read out the alternative motion.
2. The movers of the original motion are asked if they will withdraw their motion, with the unanimous consent of the meeting.
3. If the original motion is withdrawn, then the alternative motion is moved.
4. If the original motion is not withdrawn, then the movers of the alternative motion inform the meeting that their motion will be moved if the original is defeated. They thus urge the members to vote against the original motion.

<<http://www.gov.on.ca/OMAFRA/english/rural/facts/96-009.htm>> [5/16/2005]

## Appendix B. Rules of Discussion

When working in a group it is important that all members of the group play a role. While NMCV decisions are based on simple majority rules, it could leave members feeling slighted or out of the loop. In order for this to be successful it is important to be open to compromise!

### Code of Conduct

NMCV believes the community is best served by healthy communication and exchange. To encourage vital community input, business meetings will be as informal as possible. At each regular business meeting after business has been concluded, the last agenda item will be an open forum where community members will be permitted to discuss any pertinent issue. Discussion will be limited to 3 minutes per speaker, 15 minutes total, unless extended by majority consent. During the meeting community participation is encouraged. In return for unrestricted public comment and participation, everyone is expected to communicate with courtesy and respect. Interruptions, personal attacks, side conversations or lack of civility will not be tolerated. The Chair, acting on behalf of NMCV and the community, will request anyone who doesn't communicate with courtesy and respect to leave the meeting. If the person refuses, the Board will take appropriate action.

### Guidelines

- Trust each other. This is not a competition; everyone should be encouraged to express their ideas and opinions. Every member has rights equal to every other member.
- Make sure everyone understands the topic/problem. While building an agreement, make sure everyone is following, listening to, and understanding each other.
- All members should contribute their ideas and knowledge related to the subject.
- Stay on the task. Only one topic will be considered at a time.
- You may disagree; that is OK and healthy. However, you must be flexible and willing to give something up to reach an agreement. The minority must be heard, and its rights protected.
- Separate the issue from the personalities. This is not a time to disagree just because you don't like someone.
- Spend some time on this process. Being quick is not a sign of quality. The thought process needs to be drawn out some.

### Procedure

1. Agree on your objectives for the task/project, expectations, and rules.
  2. Define the problem or decision to be reached.
  3. Figure out what must be done to reach a solution.
  4. Consider a variety of possible solutions.
  5. Discuss pros and cons of a narrowed down list of ideas/solutions.
  6. Adjust, compromise, and fine tune the agreed upon idea/solution so most group members are satisfied with the result.
  7. Make your decision. If a majority isn't reached, review and/or repeat steps one through six.
  8. Once the decision has been made, act upon what you decided. The will of the majority must be carried out.
- <<http://projects.edtech.sandi.net/staffdev/tpss99/processguides/consensus.html>> [5/18/2005]