

Bridgeton Swim Club

Board Meeting Guidelines

The following guidelines are meant to assist in maintaining an organized and productive Board Meeting. The following guidelines supersede any Bridgeton Swim Club documents that may conflict with the content below.

- I. Board meetings shall be one of two types: Open Board meetings and Closed Board Meetings
 - a. Open Board Meetings shall be open to all voting members of the Bridgeton Swim Club and any motions made may be voted upon by all members present. A member must be present to vote.
 - i. A voting member is defined as a member family in good standing. Each member family will have one and only one vote.
 1. In order for a member family to be in good standing they must have at least one athlete currently enrolled and be current on all dues and fees.
 - ii. Voting is done by voice. Roll call or secret ballot voting may be demanded when necessary. All decisions are by majority vote of those voting.
 - b. Closed Board Meetings will be open only to the Executive Board members and only Executive Board Members will be allowed to vote on any motions
 - i. The Executive Board consists of the following people:
 1. Board President
 2. Board Vice President
 3. Board Treasurer
 4. Board Secretary
 5. Team Local Swimming Committee Representative
 6. Team Head Coach or designee
 - ii. Closed Board Meetings may take place via telecommunication or electronic communication.
 - c. Special Board Meetings will be open to the Executive Board members and any committee members or voting member as the situation requires as determined by the Executive Board.
 - i. Special Board Meetings may take place via telecommunication or electronic communication.
- II. Board Meetings will be presided over by the Board President
 - a. In the absence of the Board President the Board vice President shall preside
 - b. In the absence of the Board President and the Board Vice President the Treasurer shall preside.
- III. Meetings will proceed in the following progression:
 - a. A call to order by the presiding entity

Failure to comply with these standards by the athlete, parent, or guest may result in any or all of the following actions as determined by the Executive Board and Coaching Staff:

- Athlete's removal from a practice, meet event or entire meet
- Athlete's temporary removal from the team
- Athlete's permanent removal from the team

- b. A review of the minutes from the last meeting, followed by a motion to modify or a motion to accept the minutes.
 - c. Report of Officers
 - d. Report of Committees
 - e. Any reports on old business that has not been concluded.
 - f. Any reports on new business
 - g. An open floor session for input from the members if time is available.
 - i. In this case, members will respectfully request the floor to speak. This request should come in the form of raising a hand or some other form that permits order and avoids the potential for members competing for the floor.
 - ii. The presiding entity will determine who has the floor. The floor will then be turned over to the member for an appropriate period of time as determined by the presiding entity who may then take the floor and pass it on to the next member as time permits.
 1. At any time, the presiding entity may take the floor from a member if he or she determines that the member is not being respectful or acting in an appropriate manner.
 - h. The presiding entity will adjourn the meeting.
- IV. If a member wishes to have an item placed on the agenda, they may present it in writing to the board for review. A folder for communications to the board exists in the mail filing box. Item requests will be reviewed by the Executive Board and a determination on whether to present the issue will be made.
- V. Items regarding individual or personal disputes between members will not be addressed by the board.
- VI. Members are required to be respectful of other members at all times.
- VII. Members are required to stick to the topic of discussion as determined by the presiding authority.
- VIII. Members having discussions outside the approved venue or are otherwise disruptive during a meeting will not be allowed to remain at the meeting.
- IX. Members who repeatedly disrupt board meetings will lose the privilege to attend and will no longer be allowed to vote.

Failure to comply with these standards by the athlete, parent, or guest may result in any or all of the following actions as determined by the Executive Board and Coaching Staff:

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- Athlete's temporary removal from the team
- Athlete's permanent removal from the team