

# **BOARD BEST PRACTICES & BOARD RULES**

## **WELCOME STATEMENT**

Aloha All,

Welcome to the KSECA Board of Directors meeting. We want to thank everyone for being here and participating in the Board's primary specific purpose of maintaining and improving our community parks.

We ask that you participate with Aloha, keep your statements or questions to a reasonable time limit of 5 minutes, and remember that we, too, are community members who volunteer our time to serve on the Board. We encourage your participation. Since we follow Robert's Rule of Order, please wait until the chair calls on you to voice your opinion.

Please respect the process of the meeting and work with us to conduct the business of the Community with positive cooperation.

We ask that anyone wishing to bring an issue to the Board Meetings have a discussion with the KSECA officer who is in the best position to assist (Board President, Clerk, or Treasurer) by writing to [board@kseca.org](mailto:board@kseca.org)

## **BOARD BEST PRACTICES**

Adopted March 13, 2017 / Updated June, 12, 2017

**A. Decorum** – described as behavior that is appropriate/acceptable for BOD and community members

Unacceptable behaviors include: bullying, abuse of power, angry/loud voice (yelling), physical or verbal (lawsuits, physical) threats, cursing, physical contact, belittling, out of seat moving toward another, gossip, use of demeaning terms

Acceptable and encouraged behaviors include:

Engaging in respectful communication – listen, respond in turn when recognized by chair, refrain from cross talk

Respecting one another

Uplifting and supporting one another as we are all working toward the same goal (this means that we agree to disagree respectfully, if needed)

When acting in Board of Directors capacity, Board members will use meeting behavioral guidelines.

Board Best Practices will be followed at all meetings of the Board, AGM and KSECA committees.

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Consequences:

- 1<sup>st</sup>. warning from the chair, possible statement – “This behavior is not acceptable”
- 2<sup>nd</sup>. short recess in response to erratic behavior (requires a motion that includes a time length that is specific to the meeting situation) to will allow all to regroup
- 3<sup>rd</sup>. recess meeting to reconvene on a different date/time

## **B. Meeting efficacy**

Begin on time – when quorum has been established

Adopt a statement of welcoming/purpose (similar to that used by Fern Acres) to be read at the beginning of each meeting

Utilize an agenda that meets BOD needs and needs no adjusting

Call on BOD members before calling on community members

Agree to and follow through with time frames for obligations (individual and BOD)

Clear and concise delineation of duties, responsibilities and time frames

Limit knee jerk responses by:

Adding to the next month’s agenda

Utilizing “Duly Noted” and “Point of Order”

Limit off topic discussion – stay on topic

Use clear, concise language

Utilize recessing and committees to enhance efficacy

## **C. Communication**

Use reply to all when responding to website queries and when appropriate when responding to emails received by the Board.

Encourage members to contact the BOD through venues other than FB

BOD approval of all documents that are sent to membership – both for content and proofing once the final is ready to go out (should there be a mechanism for this?)

Each Board member is responsible for “staying in the loop” by utilizing electronic communication (email, KSECA Website), phone, mail and bulletin boards.

Utilize a yearly calendar that includes meeting dates, time lines and significant dates (insurance renewal, standing pavilion reservations etc.)

\*Tweak as necessary, mechanisms for effective communication between members and BOD specifically - how to have concern included on the agenda

\*Tweak as necessary mechanism for pavilion reservation

# **BOARD BEST PRACTICES & BOARD RULES**

## **BOARD RULES 01/2009-08/2019**

Rules that were decided at AGM's require a AGM vote to be changed, all others can be changed by the Board at any Board Meeting.

### **1. Financial Requirements**

- a. All projects that require financial expenditures must be on the agenda and voted on by the second meeting except for repairs and maintenance under \$500 (08/2011)
- b. At all monthly Board meetings and annual meetings no New Business items on the Agenda may be decided at that initial meeting, with the exception of emergency repairs under \$500. All votes, with the exception of Emergency Repairs, must be voted on under Old Business, giving members the time to discuss before any vote can be taken (09/2011)
- c. Members can get copies of membership list for 19 cents per page or free by email (12/2012)
- d. Treasurer's report to include the amount of dues in arrears (**AGM 2016**)
- e. Transfer fees are increased from \$100 to \$150 effective immediately (01/2017)
- f. President, Vice President and Treasurer to be on the bank signature card (08/2019)

### **2. Dues**

- a. Address delinquent accounts (07/2009 and 04/2015)
- b. To have the Standing ByLaw Committee develop a written procedure to address delinquent accounts (08/2015)
- c. Increase the annual dues to \$50 (11/2010)
- d. Reduce late fees from \$5 to 10% (02/2017)
- e. Online payments of dues through PayPal enacted (08/2015), with an additional 3% fee to offset the fee PayPal charges KSECA (02/1016)
- f. Motion that KSECA can collect past dues owed on a lot that sells through transfer title (**AGM 2017**)

### **3. Mailboxes**

- a. All mailbox payments are deposits, retroactively, given that the once paid fee or deposit is on record (07/2013)
- b. Mailbox deposits return to being a fee (\$100) going forward (**2016 AGM**)
- c. Only checks or money orders are accepted as mailbox fee payment (05/2016)
- d. The Board shall not take mailboxes from delinquent owners (**2015 AGM**)
- e. Beginning December 1st, 2016 a \$50 key deposit will be charged for mailboxes. The deposit will be returned to people who return their box to KSECA if all keys are returned. If all keys are not returned the key deposit will be used to pay the USPS to change the lock (2016/11)
- f. Other rules, like 1 mailbox per physical address, see work sheet post master
- g. Mailbox fee raised to \$150 after current waiting list as of 5/7/2019 has gotten their boxes (05/2019)

### **4. Contracted Labor**

- a. Post bids for 30 days on bulletin board and website, President shall, with the advice and consent of the Board, select contractor, all contracts are subject to annual review by the treasurer who will present to the board the results of the review (03/2012)
- b. Review of labor contracts annually following the AGM as per ByLaws (04/2016)

### **5. Posting Requirements**

- a. Post approved minutes on the Bulletin Board and website within 60 days (**2011 AGM**)
- b. Post draft minutes from previous Board Meeting and Agenda no later than 7 days before the next Board meeting (06/2011)
- c. All official correspondence from the Board have the official Board Letterhead and be attached to the minutes (07/2011)
- d. Balance sheet and check detail will be posted on the website (06/2012)

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- e. Board allows Neighborhood Watch the use of KSCEA website for posting and noticing (03/2015) as well as Bulletin Board (05/2015)
- f. Post Board Rules along with ByLaws on KSECA Website (05/2015)
- g. Clerk is responsible for social posting and updating the website without monthly Board permission (06/20117)
- h. Draft minutes to be completed within 10 days and posted within 14 days (07/2019)

## **6. Work Parties**

- a. 4 hours of work in exchange for annual dues (08/2015), any other work than at work parties needs to be pre- and post approved by the Board (02/2012)
- b. Hold Work Parties as needed (08/2015), Clerk is to retain rosters for two years (03/2012)

## **7. Park Rules**

- a. Certified organic pesticides can be used in the Parks for organic gardening (06/2015) and non-organic pesticides are allowed in the parks for fire ant treatment only (11/2015)
- b. Regular removal of palm fronds and coconuts from trees in the front park by a qualified bonded & insured company **(2015 AGM)**
- c. Vote to pursue fire ant treatment and maintenance in the upper park (05/2015)
- d. Ban of all generators and amplified music in the parks without written permission from the BOD **(AGM 2016)**
- e. Board is to endeavor to bring their own plates and silverware to KSECA functions **(AGM 2016)**
- f. No parking in the Front Park (05/2016)
- g. For any function approved in the pavilion, notice of this event be posted before the event with the notice that there will be amplified music (08/2016)
- f. Gates Pavilion Park to be closed after hours to keep cars out of the Park **(AGM 2017)**

## **8. AGM Elections**

- a. Staggering of terms: 4 Board positions shall be up for vote in even years, 3 in uneven years **(2014 AGM)**
- b. Board to continue using the proxy as it has in the past until the Bylaw Committee has delivered ballot voting for issues and delivered a comparison of ballot versus proxy voting **(AGM 2017)**
- c. Proxy forms are to conform with 421J requirement **(AGM 2017)**
- d. In compliance with RRP prior Board Minutes instead of prior year's AGM minutes will be read at AGM's **(AGM 2018)**

## **9. Board Meetings**

- a. Votes will be tallied by Board Member names and how they voted (for, against, abstain) (07/2011)
- b. All Board meeting attendees are to sign in with legal names. Those who have not signed in are to verbally state their name prior to speaking (09/2016)

## **10. Newsletter**

- a. Have "in memoriam" page in newsletter (06/2011)

## **11. In General**

- a. Fill vacant Board positions within 30 days (12/2011)
- b. Board authorizes the Seaview Neighborhood Watch Community police liaison to contact emergency services and/or towing for park rules violations and concerns. (05/2015)
- c. Dark Skies Program formalized and posted on website and Bulletin Board (07/2015)
- d. Board promotes albizia control workshops with BIISC (07/2015)
- f. Motion for the Board to go over AGM minutes within the following few months after the meeting to review and correct them as needed and then to post them **(AGM 2017)**