

Questions to Consider for Library Board Procedures and Rules of Decorum:

- 1) How do we expect our meetings to be run? Our bylaws specify “parliamentary procedure” which (per City Council rules) is governed by Robert’s Rules unless we specify otherwise in our bylaws.

Sample language from Northfield Parks and Recreation Advisory Board bylaws:

The meetings of the Board shall be governed by the most recent edition of Robert’s Rules of order, unless such Rules are suspended by consent of the Board.

From Northfield Planning Commission bylaws:

The rules contained in the current edition of Robert’s Rules of Order newly revised shall govern the Commission in all cases to which they are applicable and which they are not in conflict with these bylaws, City code, or other rules this Commission may adopt.

Specific questions to answer:

- a. How is our agenda created? Shall we allow for introduction of new business during the meeting?
 - b. Shall we allow the use of general consent for minutes, agenda, adjournment, etc...
 - c. Are all parties addressed or only the chair?
 - d. Must speakers be recognized by the chair? Is there an order of speaking?
 - e. Are time limits in use for discussion?
 - f. Is discussion limited to the topic at hand?
- 2) Are we happy with our current order of business?
 1. Call to order
 2. Reading and approval of minutes
 3. Report of the Librarian
 4. Report of Committees
 5. New Business
 6. Old Business
 7. Adjournment
 - 3) What are our expectations for meeting length? Should we plan to have 2 hours of content? Is it acceptable if we don’t? Is it acceptable if we exceed our planned time?
 - 4) Who should be notified if a board member is unable to attend? Should a meeting be held if a quorum (majority of voting members) is not available? Note that our bylaws state: “A member may be dismissed if two or more consecutive meetings are missed or if three or more meetings are missed in a calendar year.” Should this be enforced?
 - 5) What are our expectations for group behavior? Some examples: arriving late, leaving early, phone calls/texting, food & drink, etc...
 - 6) Do we need to reword the section on the annual organizational meeting and officer selection?
 - 7) Are there other bylaw updates we should consider at this time?