

WESTVIEW TASKFORCE, INC.

PO BOX 289 — ROOSEVELT ISLAND — NEWYORK 10044

www.westviewtaskforceinc.org

ROBERT'S RULES OF ORDER

Since our bi-monthly meetings are large, to make them an opportunity to hear all members and to get our work done, like every other formal organization, the Westview Taskforce Board uses *Robert's Rules of Order* (RR). The following is a very "in brief" outline of the important points of RR for our purposes. A handy version is available as *Robert's Rules of Order, Newly Revised, In Brief*.

The five main issues for our meetings are:

1. AGENDA
2. REPORTS
3. OTHER BUSINESS
4. MOTIONS
5. DEBATES/DISCUSSION

1. AGENDA: Before each meeting an agenda will be sent to all board members by email, and it will generally follow this structure:
 - 1) Roll Call
 - 2) Approval of Agenda for Current Meeting
 - 3) Approval of Minutes of Previous Meeting
 - 4) Reports of Officers
 - 5) Committee Reports
 - 6) Other Business
 - 7) Adjournment
2. REPORTS: Generally reports at meetings are made by all officers. If there is any business arising out of the reports the procedure should follow those for MOTIONS and DEBATES.
 - 1) Reports of Officers: Co-Chairs, Vice-Chair, Secretary, Treasurer.
 - 2) Committee Reports from the Committee Chairs: Communications, Engineering, Events, Fundraising, other ad-hoc committees.
3. OTHER BUSINESS: Time is set aside in meetings for business left over from previous meetings or for new business. Members of the board will be asked if they have business to bring before the board. In public meetings non-board participants may also bring up other or new business.
4. MOTIONS: Business is generally brought before a meeting by making a motion.
 - 1) A board member raises his/her hand, is recognized by the meeting chair, and makes a motion.
 - 2) If someone seconds the motion, the chair states the motion then the group debates/discusses it.
 - 3) During this period, a motion can be amended, tabled, postponed, postponed indefinitely, or referred to a committee.
 - 4) If it is not postponed or referred, when all sides have been heard from, the chair closes the discussion, restates the motion and takes the vote (by voice, roll call, general consent, hand, or ballot).
5. DEBATES/DISCUSSION: Once a motion is on the floor it becomes the property of the meeting to debate and discuss. Here are some quick rules for debate:
 - 1) The person who makes the motion gets to speak first after the chair states the motion.
 - 2) Wait for the current speaker to finish speaking before raising your hand.
 - 3) Then, wait to be recognized by the chair before speaking.
 - 4) Address yourself to the chair (not to other board members).
 - 5) According to RR, each member is allowed only two opportunities to speak to each motion and the time for each speaker is limited (about 5-7 minutes), so members should be prepared to speak clearly and concisely, and speak always to the chair, and only after being recognized.

BOARD OFFICERS

Co-Chairs: Opher Pail & Johan Marfey — Vice-Chair: Fay Christian — Secretary: Eileen Gardiner — Treasurer: Petra Kaizer

BOARD MEMBERS

Jember Asfaw — Anka Pedvisorkar Borgovan — Natalia Chin — Patricia Duarte — Stephen Kleinberg — Rosemary Musumba
Nirmala Narine — Zlatko Ramljak — Bogdan Ramniceanu — EnhSaihan Sainjargal — Tad Sudol
Gene Teytelman — Zakie Wazani — Sanja Zlatanovic — Sandra Zwerling

THANK YOU FOR YOUR TRUST AND CONTINUED SUPPORT
