

Ingredients for Successful Meetings  
National Association of Housing Cooperatives  
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## I. Know the Ground Rules

### A. Bylaw Provisions

#### 1. For Membership Meetings

- a. Notice Requirements
- b. Quorum Requirements
  - (1) Members in Default
  - (2) Vacancies
  - (3) Adjournments due to lack of quorum
- c. Agenda
  - (1) Regular Meetings
  - (2) Special Meetings
- d. Proxies
- e. Absentee Ballots
- f. Special Matters
  - (1) Amendments to Bylaws
  - (2) Removal of Directors

#### 2. For Board Meetings

- a. Notice Requirements
- b. Quorum Requirements
- c. Automatic Removal of Directors

### B. Parliamentary Procedure

### C. Election Procedures

## II. Mechanics of the Membership Meeting

A. Registration

B. Proxy Determination

C. Steps & Roles During the Meeting

1. The President

2. The Secretary

3. The Parliamentarian

### III. Mechanics of the Board Meeting

- A. The Agenda Packet
- B. Keeping Minutes
- C. Making Motions
- D. Roles of the Officers
- E. Duties of the Directors

#### IV. Special Considerations for Board Members

- A. Confidentiality
- B. Civility
- C. Conflicts of Interest
- D. Fiduciary Duties
- E. The Business Judgment Rule
- F. Roles of Professionals