Guidelines for Board Minutes

LEAD THE WAY

Prior to the Board Meeting

Public Housing Authority Staff should:

- Several days before the meeting, provide Commissioners with copies of the agenda and all resolutions or other materials—to include, complete PHA financials, current program updates and progress data, to be discussed at the meeting.

Commissioners should:

- Commissioners should review all materials received prior to the meeting so they will be familiar with the issues that will be discussed at the meeting.
- Prepare questions regarding status of programs and financials.

During the Board Meeting

Commissioners should:

- Adhere to the established meeting procedures such as Robert's Rules of Order.
- Limit action on any new topic not on the agenda for discussion, unless it is of an emergency nature.
- Keep the meeting focused and stay on time; meetings should be between 1–2 hours.
- Ask questions so that votes are based on knowledge and understanding.
- Take minutes (see agenda items and minute outline below).

Follow-Up to the Meeting

Follow-up to the meeting should include:

- Minutes are written up and sent to the Commissioners within one week following the board meeting.
- Board Chairman following up on all action items within one week following the meeting.

Agenda Items

Suggested board agenda items include:

- Roll Call
- Old Business—Approval of Minutes of Previous Meeting
- Report of Executive Director

- Reports of Committees/Resident Advisory Board
- Unfinished (Old) Business
- New Business
- Public Comments
- Acknowledge Next Meeting Date Adjournment

Minutes Outline

Suggestions for board minutes include:

- Note the date and time of the meeting and number attending, specifying Commissioners and PHA staff in attendance
- Use the agenda to outline the minutes
- Record all votes specifically, attributing the exact response to the board member
- Note all action items that result from the discussion
- Record all questions, both from Board and audience members
- Briefly record any major discussion items and results and attribute comments to speaker
- Attach all resolutions to the minutes