

Newington Community Association – Chairperson’s Meeting Rules

These rules are established per Va. Code Ann. § 13.1-844.1.B (Virginia Nonstock Corporation Act) which reads “Unless the articles of incorporation or bylaws provide otherwise, the chairman shall determine the order of business and shall have the authority to establish rules for the conduct of the meeting.”

Authority and duration: The following rules have been established for meetings in which President Kevin Benore of the Newington Community Association Board of Directors, herein as the chairperson, presides as the meeting chair. Any meeting not chaired by the chairperson may elect to adopt these rules. The authority of the rules contained within this document will not extend beyond the tenure of the chairperson. Future board presidents can establish their own meeting rules. The chairperson or their designee is responsible for enforcing these rules. These rules can be suspended in whole or in part at the discretion of the chairperson.

- A. Parliamentary Procedure. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meeting in all cases to which they are applicable and in which they are not inconsistent with the bylaws of NCA, the Code of Virginia, and these standing rules.
- B. Discussion Topics. Meeting discussions should be limited to association business only and further should be limited to items contained within the agenda.
- C. Agenda Time Limitations. All agenda items are limited in time by the chairperson, however the chairperson has the option to extend time.
- D. Community Forum Speakers. Members that want to speak during the community forum must raise their hand and be recognized to speak by the chairperson. Members are limited in time to two minutes as long as the community forum time has not expired. If all members wanting to speak have been given the opportunity and there is additional time left, the chairperson may recognize a member for an additional two-minute period. Any member not able to speak in the time allowed may choose to submit their comments to the board in writing or via email.
- E. Member Comments/Questions During Meetings. Members shall confine their questions or comments to the community forum. However, member input maybe sought by the chairperson on any agenda topic.
- F. Meeting Civility. Meeting discussions shall remain civil and maintain proper decorum. Members shall not engage in behavior including, but not limited to, personal insults, attacks, raised voices, unpleasant tones, or harassment of any kind.

Enforcement of the Rules

Depending on the offense, the chairperson can call the member to order as a warning or require a member to leave the meeting. Any board member may request a full board vote to reverse the decision of the chairman through normal Roberts Rules procedures.

Other References

Va. Code Ann. § 13.1-844.1.B (2007), Va. Code Ann. § 55-510.1.D (2005), RONR (11th ed.), NCA By-Laws (2016), NCA Code of Conduct (2015)