



BEST PRACTICES FOR AN EFFECTIVE BOARD MEETING

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GCD BOARDS

- **Are vital to GCD purpose**
- **Are key** to participatory democratic governance
- **Serve** a crucial function
- **Are** legally required for GCDs

WHO ARE THE PLAYERS?

- **Board Officials** – Elected, Appointed
- **Constituents** – Landowners
- **Applicants/Vendors** – Seeking Approvals, Contracts
- **Special Interest Groups**
- **Regulators** – State, Federal, Local
- **Media** – Traditional and Citizen Journalists
- **Utilities / Political Subdivisions / Other Districts**
- **Neighboring Communities** – Regional/GMA
- **Judiciary** – Municipal, County, State, Federal
- **Public** – Everyone!

WHAT'S YOUR OFFICIAL POSITION?

- **President/Chair**
- **Member**
- **Staff**
- **Applicant**
- **Audience**
- **Media**
- **Expert / Consultant**



ROLE CLARIFICATION

- **Legislator**
- **Representative**
- **Executive**
- **Administrator**
- **Advisor / Counselor / Consultant**
- **Advocate**
- **Commentator**
- **Subject Expert**
- **Information Gatherer**
- **Observer**



WHAT'S YOUR FUNCTION?

- **Tasks** – Anticipate outcomes, deliverables
- **Problem Identification** – What's wrong?
- **Problem-Solving** – What's a fix?
- **Visioning/Goal Setting**
- **Listening** - Intake
- **Legislative** – Policy formation
- **Administrative** – Implementation
- **Adjudicatory** – Quasi-judicial
- **Appellant** – Appeals, exceptions



PRESIDING OFFICER: BEST PRACTICES

- **Focuses on process** (not outcome)
- **Understands** the group's resources & limits
- **Remembers** meetings are for board members
- **Maintains** a civil & respectful atmosphere
- **Proceeds** in an orderly fashion
- **Strives** to get necessary people to attend
- **Fosters** board member participation
- **Promotes** audience engagement
- **Ensures** motions and actions are clear

TRAITS OF SUCCESSFUL BOARD MEMBERS

- Show up
- Ask staff questions in advance
- Are prepared
- Are brave and speak up
- Are respectful
- Are fair
- Are consistent
- Don't act if not ready



TRAITS OF SUCCESSFUL BOARD MEMBERS

- **Avoid** *ex parte* communications (if quasi - judicial)
- **Don't** disclose Executive Session data
- **Don't** have discriminatory motives
- **Anticipate & address** Conflicts of Interest
- **Know** the law & rules that apply
- **Good** stewards of administrative resources
- **Put** community interests above personal
- **Focus** on big picture and lest staff find a path

TRAITS OF SUCCESSFUL MEMBERS

- **Lead** with a positive agenda (+)
- **Embrace** all matters before the Board
- **Are open** to possibilities (open to discovery)
- **Are supportive** of others
- **Share Data** (don't hoard info or ambush)
- **Seek & Build *Consensus***

TRAITS OF SUCCESSFUL MEETINGS

- **Establish** deadlines for agenda items and packet materials
- **Manageable** agenda
- **Clear** agenda language
- **Substantive** agenda language
- **Consistent** agenda language
- **Post** agenda early
- **Accessible** posting

TRAITS OF SUCCESSFUL MEETINGS

- **Quorum** for business
- **Respectful** dialogue
 - Between board, staff, and public
 - Don't interrupt
- **Set expectations** for public participation
- **Reasonable** limits on public comment
- **Public** can come and go
- **Board** must stay until business is concluded

TRAITS OF SUCCESSFUL MEETINGS

- **Rules** of Order
- **Opinions** will vary
- **Votes** don't have to be unanimous
- **Roll call** votes
- **Respect** the decision

THANK YOU!



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