



Beaumont Soccer Association

B007 – Meeting Management Policy

Adoption Date: April 7, 2024

Revision No: 1

Policy Type				
Administrative	Board	Financial	HR	Technical

1. Definitions

- 1.1. **“Parking lot”** a place where conversations are placed for later discussion, lower priority business that is not time sensitive.
- 1.2. **“Meeting”** any gathering of Board Members, volunteers and Administrator that has a specific goal and time limitations.

2. Policy

- 2.1. Agendas will be prepared ahead of time and provided to the Board for review.
- 2.2. All meetings will adhere to the scheduled start and end times.
- 2.3. The meeting chair is responsible for keeping discussions on track and ensuring that the meeting stays within the allotted time. Side conversations and tangents will be promptly redirected or shut down by the meeting chair to maintain focus.
- 2.4. Off topics will be put in the parking lot and saved for future discussion at the end of the meeting if time allows
- 2.5. Most pressing matters will be discussed first.
- 2.6. All members are responsible for respecting each other’s time and contributing to the efficient use of the meeting duration.
- 2.7. Allow round table at the end of the Board Meetings to provide opportunities for everyone to address concerns or share updates.
 - 2.7.1. Round table discussions should be kept brief and focus on non-voting matters.

3. Change Control

Change Description	Approved on Date
New Policy	April 7, 2024