

Skyline House

Orientation Handbook for Board Members

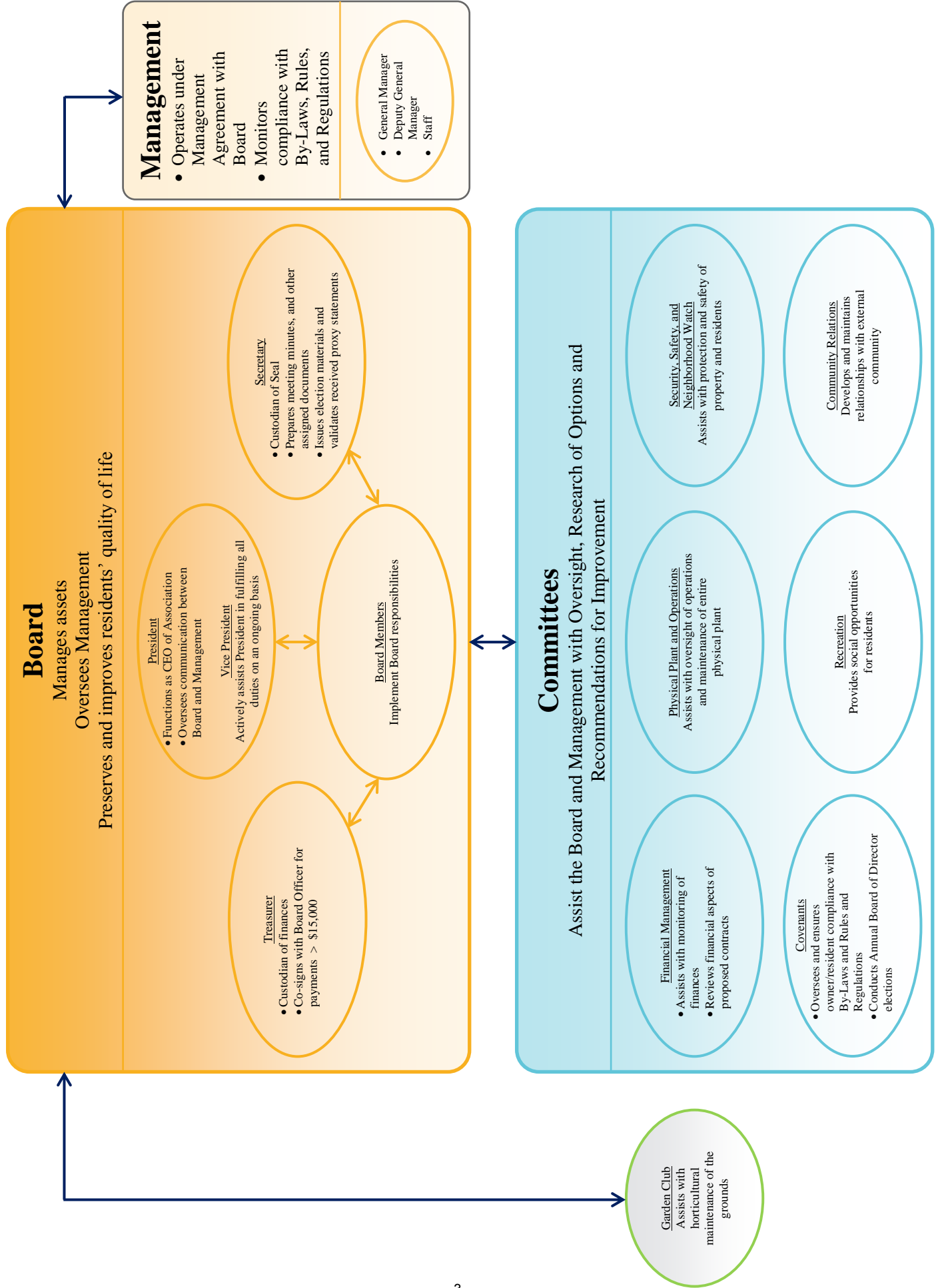
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Skyline House Organizational Chart



Key Roles and Responsibilities of Skyline House Association Board members

Charter	Key responsibilities	Tasks and activities of Board member
<p>Maintains the value of a jointly owned asset through management of its finances and budget</p> <p>Manages a nonprofit Association that is a business corporation under Federal law.</p> <p>The President of the Board is the CEO.</p>	Ensures that the Association adheres to the governing documents (Master deed, articles of incorporation, by-laws, rules and resolutions) and to the pertinent laws of Fairfax County and the Commonwealth of Virginia.	Reviews these documents to incorporate their requirements into the ongoing work of the Board.
	<p>Establishes, maintains and adheres to a working budget.</p> <p>Maintains the reserves of the Association for anticipated and unanticipated costs and to sustain its property value.</p> <p>Plans ahead for needed repairs and upkeep of the common facility to ensure they are done timely and are budgeted. This is accomplished through the Reserve Study conducted every 5 years.</p>	<p>Establishes an annual operating budget and a reserve budget-- with analysis, and long range projections and plans with respect to future costs and reserves needed to meet them.</p> <p>Sets condominium fee structure and fees based on recommendations from the General manager and the FMC.</p>
	Oversees and manages professional management staff needed to maintain the Association business and serve the residents.	<p>Keeps informed through reports by General Manager.</p> <p>Provides feedback and addresses problems as a result of these reports.</p> <p>Approves contracts and changes orders recommended by the management staff and Committees.</p> <p>Participates in determining staffing needs and structure as well as position descriptions and responsibilities.</p> <p>Interviews and hires the General Manager.</p>
	<p>Conducts 9 regular meetings and 1 annual meeting at which all aspects of the Association are addressed with respect to:</p> <p style="padding-left: 40px;">Identifying problems</p> <p style="padding-left: 40px;">Developing needed solutions and improvements, and</p> <p style="padding-left: 40px;">Adhering to governing documents</p>	<p>Attends and participates in meetings on a regular basis.</p> <p>Conducts hearings for owners in arrears on condo payments after 60 days or those who have appealed a Covenants Committee Hearing panel ruling.</p> <p>Volunteers to assist with various needs to implement Board business.</p>

Key Roles and Responsibilities of Skyline House Association Board members

Charter	Key responsibilities	Tasks and activities of Board member
Maintains the value of a jointly owned asset through management of its finances and budget Manages a nonprofit Association that is a business corporation under Federal law.	Establishes and maintains a Committee structure that can: address in detail the specific components and requirements of the Association and advise the Board on needs and recommendations of Association business and provide a mechanism for wide participation of Association members to ensure that the Board has access to members' views and preferences.	Develops charters for all Committees. Appoints Committee Chairpersons. Establishes Ad Hoc Committees as needed. Deliberates on recommendations of Committees. Resolves key issues among Committees. Appoints a Board liaison to every Committee, and members attend and participate in Committee meetings.
	The President of the Board is the CEO. (Continued)	Oversees the Covenants Committee management of the process for elections and voting. Appoints temporary replacements for Board vacancies between elections.
Functions as a leadership team responsible for protecting the communal well being of residents.	Establishes and maintains rules and regulations for benefit of the Association and its members. Ensures that all residents are provided with State, local or Association regulations that the Association must follow.	Reviews rules and regulations to ensure they are current, sufficient, fair and comprehensible. Guides and supports the Covenants Committee as it reviews, promulgates and enforces the Association's Rules and Regulations.
	Selects ongoing professional contractors (lawyer, CPA, insurance companies, reserve analyst) and other contractors for one-time tasks.	Works with Committees and approves all contracts except those the General Manager may approve without Board action. Reviews and updates, as required, the Skyline policies and procedures for selecting contractors.
	Ensures that the professional management staff develops policies and procedures that support and protect the communal well-being of residents	Oversees the work of the management team to ensure it is effectively carrying out its responsibilities.

Key Roles and Responsibilities of Skyline House Association Board members

Charter	Key responsibilities	Tasks and activities of Board member
<p>Oversees management's response to the interests and concerns of the residents.</p> <p>Preserves, and where possible, improves the quality of life of the residents by overseeing management of the facility and creation of opportunities to build community.</p>	Creates opportunities for residents to identify and address solutions to particular issues and problems and facilitates cooperation between residents and management	Works with management and Committees to identify and implement such opportunities.
	Encourages opportunities to volunteer—to serve on Committees, to support Association events and to participate in and support appropriate local community needs	Works with management to keep residents informed of opportunities as they become known to the Board.
	Provides numerous and regular avenues of communication with residents so they understand what is happening in the Association and the resident community.	<p>Maintains a comprehensive newsletter that informs residents of Board and Committee activities and decisions.</p> <p>Maintains a website that regularly posts all information, instructions, notices, etc., to keep residents informed.</p> <p>Ensures that management provides explanations, instructions and information about maintenance, contractual work and other issues that will affect residents</p>

Key Responsibilities of Skyline House Association Board Officers

Officers	Key responsibilities	Key tasks and activities of Officer
<p>President</p> <p>The President is vested with all the powers generally given to the CEO of a corporation.</p> <p>Serves at the will of the Board of Directors.</p> <p>Does not receive compensation.</p>	<p>Presides at all meetings of the Board including the Annual Meeting</p> <p>Executes contracts, orders and other documents as required.</p> <p>Is the direct supervisor of the General Manager and Management staff in a detailed, involved and daily manner.</p> <p>Evaluates performance of General Manager.</p> <p>Works closely with Committees in defining specific assignments and assisting them with appropriate resources to carry out their responsibilities.</p> <p>Is spokesperson for the Board in most situations relating to general Association business.</p> <p>Is responsible for the content and administration of the Association newsletter.</p>	<p>Sets meeting agendas.</p> <p>Signs documents that require Board President signature.</p> <p>Meets regularly with the General Manager to ensure (s)he has appropriate support and resources from the Board and is addressing Board and resident issues.</p> <p>Assists in organizing appropriate ongoing and ad hoc Committees as needed to address the business of the Association.</p> <p>Attends Committee meetings to ensure committees have appropriate support and resources from the Board and are addressing Board and resident issues.</p> <p>Ensures that the monthly newsletter is published in a timely manner.</p> <p>Meets with relevant outside groups, governing bodies and residents as needed to keep abreast of issues, provide information about the Association, and ensure that the Association meets all laws.</p>
<p>Vice President</p> <p>Has all the powers of the President, but may only act when the President is absent or unable to act.</p> <p>Is current on all issues and needs of the Association.</p>	<p>Works closely with the President and Management to keep current with issues and needs.</p> <p>Familiarizes self with all the operations of the Association.</p> <p>Takes on all responsibilities of the President when (s)he is absent or unable to act.</p>	<p>Attends Committee meetings to be current with their work.</p> <p>Attends meetings with Management staff to be current in Management issues and problems.</p> <p>Reviews with the President all documents that require the President's signature as well as those that can be signed by any officer. Signs those documents when President is absent, as required.</p>

Key Responsibilities of Skyline House Association Board Officers

Officers	Key responsibilities	Key tasks and activities of Officer
<p>Vice President (continued) May assume other duties as assigned by the Board.</p> <p>Serves at the will of the Board of Directors.</p> <p>Does not receive compensation.</p>	<p>Familiarizes self with all contracts executed by the Association.</p>	<p>Assists the President with the preparation of the Association Newsletter.</p> <p>Attends, with the President, significant meetings with outside groups.</p>
<p>Secretary</p> <p>Maintains custody of the Seal and Minutes Book of the Association, Unit Owners' Transfer Books and such other books and papers as the Board of Directors may direct.</p> <p>Serves as recorder and custodian for official records of the Association.</p> <p>Maintains a quality of official records consonant with admission as evidence in a court of law.</p> <p>A Secretary Pro Tem is nominated and elected immediately after the annual meeting and presides over the initial meeting at which Association officers are elected.</p> <p>Serves at the will of the Board of Directors.</p> <p>Does not receive compensation.</p>	<p>Ensures that Management:</p> <ul style="list-style-type: none"> Maintains a record of all meetings of the Board. Provides access to records by members of the Association. Preserves Board members' voting records. Stores, maintains and categorizes Association records with an effective filing and retrieval system. Prepares and maintains a retention schedule for the disposal of documents. Maintains lists of all Association Board and Committees members, officers, members, their current mailing address and voting percentages Manages correspondence of the Board and routes it to appropriate Association representatives. Follows a consistent format with standard language for recurring Board functions. 	<p>Records the Association's motions to vote, results of vote, and why the vote was taken.</p> <p>Records all matters brought before the Board; - regardless of the status or action taken (adopted, dismissed without discussion or vote, rejected, deferred, tabled or simply presented as information).</p> <p>Signs documents and checks that can be signed by any officer, as required.</p>

Key Responsibilities of Skyline House Association Board Officers

Officers	Key responsibilities	Key tasks and activities of Officer
<p>Treasurer</p> <p>Is the custodian of the funds, securities and financial records of the Association.</p> <p>Ensures that financial records have been properly maintained in accordance with sound accounting practices.</p> <p>May also serve as Secretary at the Board's discretion</p> <p>Serves at the will of the Board of Directors.</p> <p>Does not receive compensation.</p>	<p>Oversees Management staff to ensure that the financial records and reports are properly kept and maintained.</p> <p>Works with the FMC and Management to develop the operational and reserve budgets.</p> <p>Gives the annual financial report on the financial status of the Association.</p> <p>Ensures that the Board, working with Management, maintains adequate insurance coverage.</p> <p>Assists Board, as needed, to invest Association funds.</p> <p>Serves as signatory for some Association documents as needed.</p> <p>Assists Board, as needed, to collect assessments and delinquency payments.</p> <p>Signs all letters pertaining to delinquencies and assessments.</p> <p>Works with Board and FMC to manage Reserve funds for future needs.</p> <p>Oversees Management's filing of tax returns for the Association.</p> <p>Assist the Board, as needed, to complete the Association audit.</p> <p>Assumes the responsibilities of the Secretary if so designated.</p>	<p>Reports regularly to the Board on the status of Association finances.</p> <p>Reports annually to the Association at its annual meeting.</p> <p>Answers all questions about financial status and records from Board members and Committees, as needed to conduct Association business.</p> <p>Serves as liaison with the Finance Committee, and assists with all financially oriented contracts (e.g., reserve study, insurance, investment, audit).</p> <p>Signs documents and checks that can be signed by any officer, as required.</p> <p>Attends all public trials or hearings pursuant to any legal actions brought by or against the Association – particularly matters involving indebtedness to the Association. When the Treasurer is unable to attend, arranges, with sufficient notice, attendance by another officer, director or appropriate committee member.</p>

Key Roles and Responsibilities of Board Committees of Skyline House Association

Committee	Charter	Key Responsibilities	Tasks and Activities
Physical Plant and Operations Committee (PPOC)	Charged with the review and recommendations related to the operation and maintenance of the buildings, equipment and grounds of Skyline House.	<p>Engages in close liaison and cooperative partnership with other Committees and Management to review these areas and recommend appropriate actions to the Board.</p> <p>Reviews and make recommendations to the Board on the operation and maintenance of the physical plant, including proposed changes to the buildings, equipment and grounds. (Note: the Board must decide on the recommendations and follow the Association requirements for funding the project.)</p> <p>Provides input to the Board and FMC on aspects of the budget, reserve schedules and contractual obligations that affect the operation and maintenance of the physical plant.</p>	<p>Annually reviews the replacement schedule in the reserve budget for the current and coming year.</p> <p>Works with Management to assess the need to replace items on schedule or amend the schedule and then makes recommendations, in cooperation with the FMC, for the reserve budget.</p> <p>Regularly works with Management to assess the quality and effectiveness of operations and maintenance.</p> <p>Conducts monthly “walk arounds” to make sure everything is working properly and to identify problems.</p> <p>Reviews and recommends appropriate schedules that provide effective and cost efficient preventive maintenance affecting the building, equipment and grounds.</p> <p>Recommends guidelines and policies on the appearance, modification and operations of the buildings, equipment and grounds.</p> <p>Develops an energy Management plan, including utility usage and energy conservation measures, in cooperation with FMC and Management. Reports to the Board and unit owners on steps taken to improve economy and conservation of utilities expenditures.</p> <p>Reviews the contracting process, including consultants, service providers, supplier and repairers; recommends actions to improve the process.</p> <p>Evaluates contract performance based on bid specifications and recommends changes needed.</p> <p>Recommends and evaluates suggested changes in the design and appearance of structural aspects of common elements, including supplemental</p>

Key Roles and Responsibilities of Board Committees of Skyline House Association

Committee	Charter	Key Responsibilities	Tasks and Activities
Physical Plant and Operations Committee (PPOC) (Continued)			<p>guidelines and policies governing their appearance and modification.</p> <p>Reviews and recommends action on unit owner request for changes in appearance or structure of limited common elements (see provisions of Article XI, Section 1 of the By-Laws of the Association)</p> <p>Assists Management and FMC in establishing parameters and costs of large-scale acquisitions, replacement or improvement of systems central to the operations of Skyline House, for adoption by the Board.</p> <p>In cooperation with FMC and Management, reviews and recommends to the Board changes in the Procurement Policy and Procedure.</p>
Financial Management Committee (FMC)	Charged with review and oversight of financial activities of the Association.	<p>Works with and provides advice to the Treasurer and Management.</p> <p>Works in cooperation with PPOC and other Committees and Management in all tasks.</p> <p>Operates under guidelines set forth by the Board of Directors and makes recommendations, as warranted, to the Board directly or through the Treasurer.</p>	<p>Reviews the annual proposed budget and narrative as presented by Management.</p> <p>Reviews Association fees and recommends appropriate fees to be charged to Skyline House owners.</p> <p>Annually reviews the Replacement Reserve and periodic Maintenance Reserve schedules. Recommends additions and changes to the reserve listings based on information presented by Management and PPOC.</p> <p>Makes recommendations on corresponding budget levels and expenditures for incorporation into the overall budget.</p> <p>Reviews contracts, procurement policy and procedures, monthly expenditures and receipt of income, and makes recommendations to the Board.</p>

Key Roles and Responsibilities of Board Committees of Skyline House Association

Committee	Charter	Key Responsibilities	Tasks and Activities
Financial Management Committee (FMC) (Continued)			<p>Reviews cost overruns and informs the Board prior to payment release to contractor.</p> <p>Reviews the annual audit report and informs the Board of any exceptions or other comments.</p> <p>Reviews the financial policies and practices of the Association, revises financial reports and helps ensure that investments are made according to Federal and State requirements.</p>
Recreation Committee	Charged with developing social opportunities for residents to meet each other and enjoy each other's company.	<p>Plans and conducts a variety of informal events and other social gatherings of the Association.</p> <p>Upon request assists Committees in conducting get-togethers to stimulate participation with those Committees and in activities of Skyline House</p> <p>Plans for or assists in any activity which will enhance the volunteer involvement of residents.</p> <p>Establishes and maintains a working relationship with other Committees, the Board and Management.</p>	<p>Conducts periodic informal parties for the purpose of bringing residents together.</p> <p>Takes responsibility for gatherings for a specific purpose, such as holiday feasts, honoring volunteers, recognizing a special event or theme dinners, etc.</p> <p>Sponsors a variety of outside activities for the entertainment and amusement of residents (theater parties, sightseeing trips, excursions, etc.)</p>

Key Roles and Responsibilities of Board Committees of Skyline House Association

Committee	Charter	Key Responsibilities	Tasks and Activities
Security, Safety and Neighborhood Watch Committee (SS&NWC)	Charged with the review and advocacy of all vital measures protecting both persons and property against accidents, larceny/theft, robbery, trespassing/intrusion, break-ins, vandalism, and any other willful malicious acts, or natural and man-made disasters.	<p>Fosters and maintains an effective working relationship with local police and fire departments.</p> <p>Promotes safety and security-related Association rules and regulations as well as government-mandated fire safety rules on our property; and monitors compliance with these rules and regulations.</p> <p>Provides for an active and visible Skyline House Neighborhood Watch Program</p> <p>Reviews the effectiveness of all physical and personal security procedures and policies at least on a biennial basis.</p> <p>Monitors all reported major incidents (vandalism, willful malicious acts and accidents) and violations of House Rules and Regulations in close cooperation with Management.</p> <p>Engages in a close liaison and cooperative partnership with other Committees and Management to attain the highest level of effectiveness in carrying out Committee functions.</p>	<p>Formulates and disseminates information to residents on safety, fire safety and crime prevention procedures on a recurring basis.</p> <p>Researches, develops and publishes an Emergency Action Plan (EAP) and evacuation plan tailored to Skyline House. This is based in part upon the Fairfax County EAP and other local or regional plans. Reviews this EAP annually and updates as necessary. Recommends to the Board of Directors when it is appropriate to conduct a live exercise of the plan or portions of it.</p> <p>Monitors the effectiveness of physical access and surveillance equipment used to observe and control both personnel and vehicular entrances and exits into and out of Skyline House properties. Makes recommendations to the PPOC on replacing or updating such equipment as needed.</p> <p>Reviews all reported major incidents for in-place preventive measures, assesses incidents for causes and trends, recommends remedial actions and advocates subsequent implementation and enforcement.</p> <p>Plans and executes an annual “National Night Out” event in support of local law enforcement.</p> <p>In cooperation with Management, evaluates the performance of duties by Courtesy Officers and their associated equipment assigned to our property. When needed, assesses proposals for new contracts with security companies and actively participates in source selection in collaboration with PPOC.</p> <p>Submits an annual SS&NWC budget to Management.</p>

Key Roles and Responsibilities of Board Committees of Skyline House Association

Committee	Charter	Key Responsibilities	Tasks and Activities
Covenants Committee	<p>Has responsibility to maintain the regulations established by the Board for the day-to-day operation of Skyline House, and to monitor compliance by unit owners and renters.</p> <p>Engages in a close liaison and cooperative partnership with other Skyline House Committees and Management to attain the highest level of effectiveness in carrying out Committee functions.</p>	<p>Serves as the body of experts on Skyline House rules, regulations and other condominium documents.</p> <p>Reviews and when necessary recommends revisions to the House Rules and Regulations, associated penalties and administrative practices.</p> <p>Recommends to the Board procedures for the enforcement of the rules and regulations.</p> <p>Recommends to the Board hearing procedures and conducts hearings to levy assessments, or institute sanctions when deemed necessary.</p> <p>Enforces procedures for the nomination of candidates for the Board by appointing an Elections Sub-Committee to conduct any election by unit owners, and to tabulate such votes and certify the outcome.</p> <p>Recommends to the Board updates to rules and regulations.</p>	<p>Conducts hearings to levy fines and institute sanctions when deemed necessary.</p> <p>Oversees the work of the Election Sub-Committee, and with the Sub-Committee and Management conducts preparatory responsibilities for the annual election.</p>

Key Roles and Responsibilities of Board Committees of Skyline House Association

Committee	Charter	Key Responsibilities	Tasks and Activities
Community Relations Committee (CRC)	Charged with establishing and maintaining relationships with the community-at-large and advising the Board on issues of potential interest to the Association. Assists the Board in keeping current with external affairs that might have an impact on the Association, real estate value and its members.	<p>Serves as information channel to the Board and residents on issues that may affect the community at large and Skyline House residents as members of this community, including issues pertaining to zoning, public transportation, utilities, revitalization and constructions.</p> <p>Establishes cooperative relationships with other community Associations, public service organizations and interest groups to identify opportunities for joint action benefitting Skyline House Unit Owners and residents as well as the larger community.</p> <p>Is aware of and responsive to issues of general concern or problems which are within the purview of Committee responsibilities and recommends to the Board procedures for resolution of these issues.</p> <p>Engages in a close liaison and cooperative partnership with other Committees and Management, to keep the Board and residents knowledgeable of activities and external affairs of importance to the community-at-large and Skyline House residents.</p> <p>Reviews all external affairs or issues not covered above as directed by the Board.</p>	<p>With approval of the Board, sends Skyline House representatives to public hearings and meetings and reviews and reports findings which may affect the Association.</p> <p>In a bipartisan manner, conducts informative meetings with various representatives of the county government and candidates from political parties at the county and State level.</p> <p>Conducts informative meetings with community organizations on various community issues of interest to residents.</p>

Key Roles and Responsibilities of Board Committees of Skyline House Association

Other	Charter	Key Responsibilities	Tasks and Activities
Garden Club	<p>Reports directly to the Board.</p> <p>Is a volunteer organization open to all residents who sign a liability waiver.</p> <p>Aids in the development of overall plans and activities for the upkeep and beautification of Association grounds.</p>	<p>Plans for and implements the planting of flowers and shrubs as an augmentation to the regular commercial gardening activities paid for by SHUOA.</p> <p>Assists Management in carrying out its functions as purchaser of professional gardening services.</p> <p>Assists Management in maintaining healthy soil quality including the prevention of soil erosion.</p> <p>Works with Maintenance to insure proper watering of all plants and shrubs.</p>	<p>Manages a small budget with which it purchases gardening supplies and tools</p> <p>Works outside doing plantings mulching, watering and other activities pertaining to the beautification of the property.</p> <p>Reports to the Board on its activities and budget.</p>

Key Management Roles and Responsibilities for Skyline House Association

Key roles	Key responsibilities	Tasks and activities of Management
<p>Ensures that the responsibilities assigned to Management by the Board of Directors are carried out in accordance with local, State and Federal law, and the By-Laws and Declarations of the Association.</p> <p>All duties and powers under the Management agreement are subject to the instructions and approval of the Board.</p> <p>General Manager is under the direct supervision of the President of the Board.</p>	Provides for care, upkeep and surveillance of the condominium and its general and limited common elements and services.	<p>Hires a minute taker to take and maintain minutes of Board meetings.</p> <p>Regularly reports to the Board of Directors at its meetings about the status of ongoing work and findings concerning needs of the condominium.</p> <p>Works with the Board and its Committees to:</p> <ul style="list-style-type: none"> Organize and schedule monthly, annual or special meetings. Report on status of projects, finances, management activities Collaborate on project activities such as new or ongoing building projects (construction management and other projects as required) Maintain the reserve schedule to keep focus on upcoming projects Collaborate on the annual budget process Perform property inspections (interior and exterior as needed or scheduled) Hire outside tabulator of ballots and assist Covenant Elections Subcommittee with annual election process. Enforce Association By-Laws, Rules, Regulations and Board policies
	Establishes and collects assessments and/or carrying charges from the Unit Owners and assesses and/or enforces liens.	
	Hires and supervises personnel necessary for the good working order of the condominium and for the proper care of the general or limited common elements and to provide services for the condominium.	
	Negotiates contracts for the execution of the Board for all necessary services including Independent certified accountant, legal representation, the purchase of necessary equipment and tools, hiring of personnel and placement of insurance required by the Bylaws.	
	Executes the Annual Operating Budget in cooperation with the Treasurer and the FMC.	<p>Ensures that:</p> <p>All common areas are properly maintained and repaired.</p> <p>Front desk and other areas are staffed.</p> <p>In house services to residents are scheduled and provided.</p>
	Represents the Association in civic and legal matters as directed by the Board.	

Robert's Rules of Order Motions Chart

RobertsRules.org

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.
§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Robert's Rules of Order Motions Chart

RobertsRules.org

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Outline of Board Meeting Format and Agenda

Board meetings are held monthly with limited exceptions. The monthly meeting follows a format guided by an agenda. Here is the basic outline of the meeting format:

- A half an hour before the official scheduled start of the Board meeting, there is an informal session that allows association members to address the board with various matters or concerns regarding Skyline House or that impact Skyline House (e.g. a member wants to know the status of the repairs of the George Mason Drive skywalk, which doesn't belong to Skyline House but impacts foot traffic by residents).
- Once the members have completed their discussion, the meeting moves to the formal opening of the SHUOA Board meeting by the Chairperson.
- The meeting chairperson, always the President unless absent, then makes note of whether there is a quorum (at least 4 of the 7 Board members) present. Voting on action items will be delayed until there is a quorum.
- The agenda starts with a review and a motion to accept the minutes from the previous month's Board meeting. During the discussion on the minutes, any changes are noted and recorded. The motion then comes up for a vote.
- The report from the President starts the current meeting report process. At the end of this and all reports, questions may be asked by the Board members.
- The next scheduled report is from the Treasurer regarding any noteworthy financial issues that may impact the Association. The chairperson asks for a motion to accept the Treasurer's report. It is seconded and if there are no questions, the chairperson asks for a vote to approve it.
- The General Manager gives the next report. The report will cover the status of all projects in process and may include any information about Skyline House that will be of interest to the community. This could include noting that the office has received requests from residents regarding the gym or children activity. It may also include reporting on the transition of some of the staff or operational changes such as office hours or parking. The range of information provided can be broad.
- The meeting then moves into the reports from each of the committees. The committees may make proposals to the board at this point. The Board can take them under advisement for future consideration or move them to New Business later in the same meeting. Any project proposals with a cost, usually from the Physical Plant and Operations Committee, should also have been reviewed by the Financial Management Committee prior to being recommended for Board action.

Outline of Board Meeting Format and Agenda

- Once the committee reports are completed, the agenda moves to Old Business, which is anything that is still pending from prior meetings. A typical example would be a construction project needing more clarification as requested by the Board at a prior board meeting. The information request delays any action on the project by the Board until the Board is satisfied that it has received sufficient information and is confident that the project can move forward in the best interest of the Association.
- After the Old Business is concluded, the agenda moves to New Business. This could be items raised for the first time by a committee earlier in the meeting or something pending from a previous meeting. It could also be a new item put on the agenda by a Board member for discussion. The items do not necessarily have to come to vote. They could end up going to a committee or General Manager for review.
- The meeting is then moved to adjournment.
- After adjournment there is another opportunity for residents to ask questions and get answers.
- In some cases after the Board meeting, there may be a closed door executive session (only Board members and persons directly affected) to deal with special matters usually regarding consideration of legal recommendations or individual financial matters.

CODE OF ETHICS

Members of the Skyline House Unit Owners Association (SHUOA) Board of Directors make decisions that directly affect the daily lives of residents. Actions of the Board also impact the financial resources of the SHUOA and property values at Skyline House. SHUOA Committee members have significant input into the decision-making of the Board. Therefore, it is imperative that Unit Owners have full confidence that Board and Committee members are always acting in the best interests of our condominium community. In order to earn and maintain this trust, Board members, like elected officials in any other governing body, must maintain a high standard of official conduct. They must avoid even the appearance of impropriety by complying with a clear and reasonable code of ethics.

Most importantly, Board members must always place the welfare of Skyline House ahead of their own personal welfare. This involves properly addressing “conflicts of interest,” that is, situations in which a person is in a position to exploit his/her official capacity in some way for personal benefit.

The concept of “conflict of interest” is inherently complicated when applied to condominium governance. Because all Board and Committee members are required to be Unit Owners, their personal interests almost invariably overlap their official interests. The Board’s responsibilities include, for example, “care, upkeep, and surveillance of the Condominium and its General and Limited Common Elements in a manner consistent with law, and the provisions of the Association By-Laws and the Declaration.” Performing this responsibility to the best of their ability benefits them, as well as all other Unit Owners. So conflicts of interest are virtually inevitable. But they tend to result in misconduct only if a Board member acts in a way that benefits him/her either at the expense of the Association or benefits him/her disproportionately.

Despite this complexity, unethical behavior is almost always easy to identify. For example:

The Board must contract with an auditing firm. The brother-in-law of a Board member works for a firm in the area. The Finance Committee submits to the Board a short list of two recommended auditors that includes the brother-in-law’s firm. The Board member supports the selection of that firm.

One could argue that the brother-in-law’s auditing firm could do the job for Skyline House competently and at a fair price and, therefore, that the selection of this firm is in the best interest of the SHUOA.

But even if that were true, selecting it would clearly, factually benefit the Board member’s family to a far greater degree than it might possibly benefit the SHUOA. The Board member did not seek or create this conflict of interest, but he/she must address it ethically by (1) disclosing the existence of this conflict to the Board and (2) withdrawing (i.e., recusing himself/herself) from participation in the contract selection process.

It is difficult to provide a positive definition of ethical behavior that advances beyond broad generalizations: Be a good person, act with honesty and integrity, place the interests of the SHUOA above your own, etc. But operational definitions that can be effectively applied to specific situations invariably include more “don’ts” than “do’s.”

**SKYLINE HOUSE CODE OF ETHICS
FOR
BOARD AND COMMITTEE MEMBERS**

As a board or committee member of the SHUOA, I agree with and will adhere to the following code of ethics policy:

- Will not act for personal gain or to benefit family, friends, or associates, either at the expense of the Association or in a way that disproportionately benefits self, friends, or associates. “Family, friends, or associates” includes relatives by blood or marriage; people with whom one socializes; people who share one’s residence; people with whom one has, has had, has discussed having, or intends to seek a business relationship, including past, present, and prospective employees, employers, and business partners; and businesses in which one has, has had, or is seeking a financial interest.
- If a conflict of interest cannot be avoided, I must disclose it immediately to the Board of Directors and withdraw from decisions in which I may have a material interest.
- Will not solicit or accept any gift, gratuity, favor, entertainment, loan, or any other thing of value for oneself, relatives, friends, or associates (as defined above) from a company or person who is seeking a business or financial relationship with the SHUOA.
- Will not seek preferential treatment for oneself, relatives, friends, or associates (as defined above) unless such treatment is required by law, by the Skyline House governing documents or by rules and regulations adopted pursuant thereto.
- Will Safeguard confidential information that belongs to the SHUOA (e.g., specific information on pending Committee or Board deliberations on the selection of a contractor).
- Will not knowingly misrepresent facts. All SHUOA data, records, and reports must be accurate and truthful and prepared in a proper manner to the best of my knowledge.
- Will not disclose confidential information, including:
 - Private personal information of other Board and Committee members;
 - Private and personal information of the Association’s employees;
 - Specific information, as opposed to anonymous aggregated information and statistics, about disciplinary or assessment-collection activities against Unit Owners; and
 - Information on legal disputes in which the Association is or may become involved.
 - Discussions that take place in executive session
 - Confidential communication with legal counsel
- Will adhere to the organizational structure and lines of authority of SHUOA governance, or in its By-Laws and formal procedures. (For example, communications between members of the Board, on the one hand, and SHUOA employees and contractors, on the other, must be restricted to those allowed in the By-Laws and formal SHUOA governance protocols.)

The right thing to do, or avoid, is not always immediately clear. When in doubt, Board and Committee members should raise their concerns for discussion and guidance within the Board or Committee.

I understand and will abide by the Skyline House Code of Ethics

(signed)

(date)

Resources for Board, Committee Members and Management Of Skyline House Association

Association governing documents

Association Declaration

Association By-Laws

Association Rules and Regulations

Va. Condominium Act

Copies of applicable State, local and Association regulations that the Association must follow.

Robert's Rules of Order

Financial documents

Current and past annual operating budgets

Summary of current financial documents of the Association including assets, debts, reserves etc.

The Association reserve budget.

Current fee structure and fees.

Board and Committee documents

Annual calendar of the Board.

The Committee Charters

2010 Board Resolution on Committee membership

The procedures for conducting and verifying annual Board elections.

Skyline House Board Resolution Book

Management documents

The current management structure, position descriptions and names associated with each position

Written process for contracting with ongoing and one-time contractors.

List of current ongoing contractors the Association employs.

The Skyline House website. (www.shuoa.org)

Technical assistance resources from Center for Community Association Volunteers

CAI Board member Tool Kit

CAI Community Assoc. Handbook

