

Over-the-Rhine Community Council and Board of Trustees
Protocols
(Adopted October 23, 2017)

These protocols are rules of procedure for the Board of Trustees (BOT) to follow in furtherance of the mission and by-laws of the Over-the-Rhine Community Council (OTRCC). Under no circumstance do these protocols supersede or supplant the by-laws.

I. Protocols for Board Meetings

a. In order for any committee recommendation to be voted on by the board at any BOT meeting, the specific language of the recommendation shall be submitted in writing to the trustees by the committee chair or his/her assigned representative at least 48 hours in advance of the BOT meeting at which the vote is to take place. Recommendations that are not submitted in advance in this manner shall not be voted on at that meeting.

b. All trustees shall read the OTRCC's "Rules of Decorum" at the beginning of each term of service and review as necessary.

c. The BOT agenda shall include written time limits for each agenda item, including time limits on presentations made by trustees, members, invited guests and members of the public. The BOT shall appoint a timekeeper from among the trustees to monitor the time spent on each agenda item and notify the presenter and the president upon the expiration of the allotted time.

II. Protocols for Membership Meetings

The membership meeting agenda shall include written time limits for each agenda item, including time limits on presentations made by trustees, members, guests, and members of the public. The presiding officer shall appoint a timekeeper from among the trustees to monitor the time spent on each agenda item and notify the presenter and the president upon the expiration of the allotted time.

III. Protocols for Board Roles

At the beginning of each new board term the board shall appoint trustees and/or nontrustees to fill each of the roles identified in the "OTRCC Board Roles" document. Each trustee shall be assigned at least one role and trustees may fill more than one role.

Revised 10/13/2017