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Open Board Meeting Voting Script

Illinois community association boards

An original dialogue showing motions, amendments, discussion, and separate votes.

How to use this resource

Replace all bracketed prompts, confirm dates and authority, and delete this instruction page before distributing the completed document. Leave any necessary explanatory terms in the final form.

- This original teaching example uses a five-director board with a quorum and an ordinary motion requiring a majority of votes cast. Replace that assumption if law or bylaws require a different threshold.
- Robert's Rules applies only if adopted or otherwise applicable and yields to law, bylaws and special rules. Small boards may use its relaxed procedures, including no required second and chair participation.
- The amendment and original motion are separate votes. Owner comments do not become director votes. Illinois open-meeting law controls even if a parliamentary rule would otherwise allow private voting.

Important use notes

Educational sample only. Customize for your association and have counsel review applicable law and governing documents. Use does not create an attorney client relationship with Shifrin Legal, Inc.

Legal reference

Illinois Condominium Property Act, 765 ILCS 605, especially Sections 9, 18, 18.8 and 19. Noncondominium communities should separately review 765 ILCS 160 and their governing documents. Apply the version effective on the date of use; future-effective amendments are not treated as current requirements in these samples.

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Illustrative transcript

Chair: A quorum is present. We will consider the landscaping proposal. Owner comments will be heard under our meeting procedures before the vote.

Director Allen: I move to approve the Green Lawn contract dated [DATE] for $12,000 and authorize the president to sign after counsel approves its terms.

Director Baker: Second.

Chair: The motion is before the board. The proposed action is approval of that contract for $12,000, subject to counsel's approval. Is there director discussion?

Director Chen: I move to amend the motion by changing $12,000 to a maximum of $11,500, conditioned on the vendor accepting that price.

Director Diaz: Second.

Chair: Discussion now concerns the price amendment. [Discussion occurs.] We will vote on the amendment only. Allen yes; Baker no; Chen yes; Diaz yes; Evans no. The amendment carries, three to two. The contract is not yet approved.

Chair: The pending main motion now authorizes the contract at a maximum of $11,500, conditioned on vendor acceptance and counsel's approval. Is there further discussion? [Discussion and applicable owner comments occur.]

Chair: We will vote on the main motion as amended. Allen yes; Baker no; Chen yes; Diaz yes; Evans abstains. The motion carries, three to one, with one abstention, under the assumed majority-of-votes-cast rule.

Secretary: The minutes will record the amended motion and result.

Chair: The president may act within that authorization. We will proceed to the next item.

If a director calls the question: Recognize a proper motion to close debate; under ordinary formal rules it requires a second and two-thirds vote. Simply shouting "vote" does not end debate.

If votes tie: The motion fails under an ordinary majority rule. The chair has no extra tie-breaking vote after already voting.

If quorum is lost: Stop substantive action and record the departure.