

Leading an Excellent Meeting

How to make and keep your meetings running smoothly

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Quick Parliamentary Quiz

_____ 1. The mover of a motion can speak against his/her own motion.

_____ 2. A motion is before the assembly when it has been moved and seconded.



Quick Parliamentary Quiz

_____ 3. The motion to “lay on the table” is used to kill a motion without a direct vote on it.

_____ 4. Amendments can be applied to any motion regardless of whether or not they are germane.



Quick Parliamentary Quiz

_____ 5. The minutes of a meeting must be approved by the use of a motion, a second, and a majority vote of the assembly.

_____ 6. “Majority” means “one more than half.”



Quick Parliamentary Quiz

_____ 7. The person seconding a motion must, by definition, be in favor of the motion being seconded.

_____ 8. A presiding officers should say “you are out of order” when ruling that a motion offered by a member is not in order at the time according to the parliamentary situation.



Quick Parliamentary Quiz

_____ 9. When an election is conducted for a position on a board where six people have been nominated, if no one receives a majority vote, it is proper to drop off all but the top two candidates and hold a run-off election.



Quick Parliamentary Quiz

_____ 10. A quorum is always a majority of the members in any parliamentary assembly.



Parliamentary Procedure

- *Robert's Rules of Order Newly Revised. (RONR) - 11th Edition*
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- *Robert's Rules of Order Newly Revised In Brief* © 2011



USUAL ORDER OF BUSINESS

- 1. Reading and approval of minutes*
- 2. Reports of officers, boards and standing committee*
- 3. Reports of special committees (select or ad hoc)*



USUAL ORDER OF BUSINESS

4. Special orders

*5. Unfinished business and general
orders*

6. New business



Developing a Fleshed-out Agenda

1. CALL TO ORDER (*Start on time, President checks for quorum present, Raps once with gavel, says: "The meeting will come to order." Wait quietly for order.*)

2. OPENING CEREMONIES (*Optional- May consist of PRAYER, WORDS OF INSPIRATION, etc.*)



Developing a Fleshed-out Agenda

3. INTRODUCTION OF GUESTS (*Chair introduces guests from the one with the greatest scope of responsibility to the one with the least. Optional.*)

4. ROLL CALL (*Rarely used. Some organizations have a roll call of officers. Secretary calls roll and it is recorded in the Minutes. Optional.*)



Developing a Fleshed-out Agenda

5. READING AND APPROVAL OF THE MINUTES (*Minutes, not printed and distributed, are read by the Secretary, and are approved by UNANIMOUS consent, the motion being assumed by the chair, either as read or printed or as corrected.*)



Developing a Fleshed-out Agenda

6. REPORTS OF OFFICERS (*The OFFICERS may make a report as necessary in relation to administrative duties.*)

A. Correspondence (*Secretary summarize information when possible. Any action required is taken at that time; example-resignation.*)



Developing a Fleshed-out Agenda

B. Treasurer's Report *(At regular meetings, very brief. After questions, it is filed. At annual meeting, very detailed and already audited. Auditor's report is adopted not the Treasurer's report.)*



DEVELOPING A FLESHED- OUT AGENDA

7. REPORT OF EXECUTIVE BOARD

(Read by Secretary, generally for information only. Contains all action taken by the Board. If recommendations included, Secretary makes motion to implement, and action taken immediately.)



Developing a Fleshed-out Agenda

8. REPORTS OF STANDING COMMITTEES

(Made in order listed in bylaws. Chair calls on only those with reports to make. If recommendations included, chairman or reporting member makes motion to implement, any action taken immediately.)



Developing a Fleshed-out Agenda

9. REPORTS OF SPECIAL COMMITTEES

(Called upon in order they were appointed, and only those prepared or required to report. Recommendations handled as in ITEM 8. If committee makes its final report, its work is completed and it goes out of existence automatically.)



Developing a Fleshed-out Agenda

10. SPECIAL ORDERS

(Items of business postponed from a previous meeting or earlier in the current meeting by a 2/3rds vote are special orders and are taken up before other general business. Also matters required by the bylaws to be taken up at a specific meeting such as election of officers are special orders.)



Developing a Fleshed-out Agenda

11. UNFINISHED BUSINESS AND GENERAL ORDERS

(Chair announced this item; does not call for it. Consists of business left unfinished at previous meeting or business postponed to this meeting by a majority vote, if the organization meets at least quarterly.)



Developing a Fleshed-out Agenda

12. NEW BUSINESS

(Chair calls for new business. This is the members' opportunity to bring before the organization items in which they are interested. Must fall within the objects of the organization as provided in the bylaws. The main motion is used to introduce items of new business.)



DEVELOPING A FLESHED- OUT AGENDA

13. PROGRAM (OPTIONAL)

14. ANNOUNCEMENTS (Optional)



Developing a Fleshed-out Agenda

15. ADJOURNMENT *(Chair asks: "Is there further business to come before the assembly?" If there is, it is handled. If not, the chair says: "There being no further business to come before the assembly, the meeting is adjourned." The chair does not need to call for a motion to adjourn from the assembly. He simply declares the meeting adjourned when there is no further business.)*



Offering a Proposal

- A motion is a proposal made by a member in a meeting that the assembly take certain action.
- Example: **“I move that we buy a desk and a chair for the club house.”**
- When recognized by the Chair the member is the only one who can speak.



Steps in Handling a Motion

1. A member makes the motion.
2. Another member seconds the motion.
3. The Chair states the question



Steps in Handling a Motion

4. The members debate the motion.

5. The Chair puts the question (takes the vote).

6. The Chair announces the results of the vote.



Debate

- One at a time
- All remarks directed to the Chair
- Members do not speak directly to each other



Debate

- A member does not call another member's name
- 10 minutes maximum per speech
- The Chair does not speak in debate, but may give information



Amendments

- Amendments, like main motions, require a second, are amendable, are debatable, and require a majority vote.
- An amendment should be stated so that indicates exactly what is being done to the main motion.



Main Motion

"That we buy 20 desks and chairs for the club house."



Amendments

- An amendment must always be handled before voting on the motion to which it was applied.



Amendment by Striking Out

**“I move to amend by
striking out the words
“and chairs.”**



Amendment by Adding (or inserting)

**“I move to add the words,
not to exceed \$500.00.”**

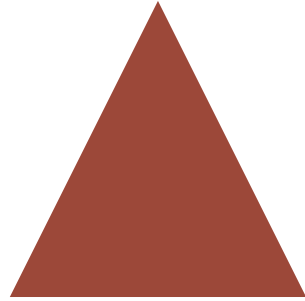


Amendment by Striking out and Inserting

**“I move to amend by
striking out the word
‘chairs’ and inserting the
word ‘stools.’”**



Primary & Secondary Amendments



SECONDARY AMENDMENT

PRIMARY AMENDMENT

MAIN MOTION



Primary Amendment

**“I move to add the words,
not to exceed \$500.00.”**



Secondary Amendment

“I move to amend the amendment by striking our \$500 and inserting \$1,000.”



Substitute Motion

“I move that we amend the motion by substituting the words that we encourage everyone to bring his own chair to club meetings.”



Procedure in Small Board

Small Boards and Committees
(general a dozen or less members)
can use some simplified procedures.
These are specified on pages 470 and
471 of RONR:



Procedure in Small Board

1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
2. Motions need not be seconded.



Procedure in Small Board

3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained. Informal discussion of a subject is permitted while no motion is pending.



Procedure in Small Board

4. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced by unanimous consent. Otherwise the usual rules apply.



Procedure in Small Board

5. The chair need not rise while putting questions to vote.

6. The chair can speak in debate without leaving the chair; and the chair usually can make motions and usually vote on all questions.



General Henry Martyn Robert:

“When every one does what is right in his own eyes, there is the least of real liberty.”



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