

HOW TO RUN A MEETING

RULES IN MEETINGS ARE FOR THE PURPOSE OF:

1. Respect all members
2. Respect the wishes of the majority
3. Protect the right of the minority.

THE CHAIR PRESIDES BY:

1. Calling the meeting to order.
 - a. Ask the Parliamentarian if there is a quorum.
 - * If yes, *“The meeting will come to order.”*
 - * If no, *“As there is no quorum, the meeting is adjourned.”*
2. Hear the minutes of the previous meeting.
 - a. *Will the secretary please read the minutes.*
 - b. *Are there any correction or additions?*
 - c. If corrections are suggested, Chair instructs secretary to make them.
 - d. If not, then: *“The minutes stand as approved and read.”*
 - e. If a difference of opinion, Chair hears both sides and asks for a vote. *“Shall the proposed correction be made? Those in favor say “aye”. Those opposed say “no.” The corrections will (or will not) be made and the minutes stand approved.*
 - f. Minutes should include:
 - * The name of the group.
 - * The kind of meeting (annual, regular, etc.)
 - * The place, date, and time of the meeting.
 - * The name of the presiding officer.
 - * Approval of the minutes of the previous meeting.
 - * List of the motions introduced, their proposals, and what finally happened - whether the proposals passed or failed.
3. Hear reports of officers, boards, standing committees.
 - a. Committees with long-term responsibilities. Reports are received and require no vote unless recommendations.
4. Hear the reports of special committees.
 - a. Committee appointed for a *special task* only. Must be discussed and voted on as main motions.
5. Hear announcements.
 - a. *“Are there any announcements at this time?”*
6. Go on with the unfinished business of the last meeting.
 - a. *Is there any unfinished business?”*
7. Take up new business.
 - a. Can ask for informal discussion or ask for motion before discussion.

- b. After informal discussion can ask *“Does anyone want to make a motion?”*
8. End the meeting (adjourn).
- a. *“If there is no further business, the meeting stands adjourned.”*
 - b. Any member at any time may say: *“It has been moved and seconded that the meeting adjourn. All in favor say Aye. Those opposed say No.”*

WAYS OF VOTING:

(General Consent):

Saves time when handling routine matters as minutes.

* *“Are there any corrections or additions?”*

* *“If there are no corrections or additions, the minutes stand as read.”*

(Voice Vote):

* *All in favor say Aye.”*

* *All those opposed say No.”*

(Show of Hands):

* *“All those in favor, please raise your hand.”*

* *“All those opposed, please raise your hand.”*

* Count.

* *“The motion is carried.” Or “The motion is defeated.”*

(Standing Vote):

* *“Those in favor of the motion please stand and be counted, or*

* *“A call for a standing vote has been made, and the vote will be retaken.”*

(Roll Call):

* Use if a permanent record is desired.

(Ballot)

* For a secret vote:

a. Chief teller counts ballots and reads results.

** Total votes cast

** Number FOR and number AGAINST.

** Number illegal and reason for rejection.

** Number of blanks.

MOTIONS:

1. Main Motions

a. Can only be made when no other proposal is pending.

b. Must be seconded.

c. Should be brief and clear that the group do something, rather than it not to something.

- 2 Presenting a Main Motion
 - a. Member rises and addresses the Chair.
 - b. Member is recognized by the Chair.
 - c. Member states the proposal in form of a motion.
 - d. Another member seconds the motion.
 - e. Chair conducts the discussion.
 - f. Chair closes the discussion after making sure that everyone who wishes to, has had a chance to speak.
 - g. Chair puts question to a vote.
 - h. Chair announces the results.

MOTIONS AND THEIR PRIORITY:

When the group is considering any motion, a motion of higher priority or rank may be introduced. A motion of lower priority has to wait until the motion under discussion has been completely disposed of.

TYPES: Privileged motions

- *Deal with rights and privileges of members.
 - **Because these are urgent and important, they always take precedence over other motions.
- * Include:
 - ** General Rights.
 - ** Rights reserved to the group.
 - ** When to adjourn.
 - ** When to recess.
 - ** and, when to insist that the rules be followed.
- * Example:
 - ** When a disturbance, such as too much noise, quarrels between members, or the room is too hot or cold, question of privilege.
 - ** Motions of personal privilege require no second.
- * Subsidiary Motions.
 - ** Introduced in same manner as main motion.
 - Requires second.
 - ** To delay a motion.
 - ** Motions applied to a motion that is being considered.
 - ** A means of affecting the main motion.(Delay motion to refer to a committee or postpone to a certain day or table the motion indefinitely.
- * To speed Motion.
 - ** To limit debate.
 - ** To call the previous question.

INCIDENTAL MOTIONS:

1. Motions that arise out of debate.
 - * Point of information.
 - ** Member wants to question the outcome of a vote.
 - * Point of order.

** Member wants to know if proper parliamentary procedure is being followed.

MAIN MOTIONS:

1. Can be introduced only when no other main motion is being debated.
 - * It must be seconded.
 - * It can be amended.
 - * It can be debated.
 - * It can be reconsidered or renewed (brought up a second time.)
 - * It can have additional motions that change it.
 - * It requires a majority vote.

AMENDMENTS:

1. Amending by striking out.
2. Amending by inserting.
3. Amending by dividing the motion into two motions.
4. Amending by substituting.

HOW TO AMEND A MOTION:

1. The main motion is made, seconded, and opened for debate.
2. An amendment is made, seconded, and opened for debate.
Amendment of first rank.
3. An amendment of the amendment is made, seconded, and opened for debate. *Amendment of second rank.*
4. There cannot be any other amendments.

VOTING ON AN AMENDMENT:

IN REVERSE ORDER. AMENDMENTS MUST BE GERMAINE TO MAIN MOTION.

1. *“Since this amendment is not germane to the main motion, it is out of order.”*

SPECIAL COMMITTEES:

HOW TO INITIATE A SPECIAL COMMITTEE:

1. Also called an *Ad Hoc* committee for this special purpose only.
 - * Chair appoints several members – usually three.
 - ** Committee makes recommendations.
 - * Any member can move to form a committee.
 - ** If seconded and approved by majority, Chair must appoint.

SPECIAL COMMITTEE REPORTS:

1. Report should start with a clear statement of problem referred to it.
2. State the way the investigation was carried on.
3. This report is made orally by chair, which should answer any questions.
4. Report should have specific and clear recommendation(s).
5. *“You have heard the recommendation of the committee. Is there a motion to accept the recommendation?”*
6. Committee recommendation becomes a main motion.
 - * Open to amendment by members.

STANDING COMMITTEES:

1. Appointed for time appointing body lasts.
 - * Does not terminate after it reports. Last throughout the term of appointer.
 - * Standing committees do the solid work of the club.
2. Usual work of standing committees is such continuing tasks as:
 - * Collecting and spending money
 - * Recruiting new members
 - * Revising bylaws
3. Five standing committees that are most useful are:
 - a. The Membership Committee
 - b. The Finance Committee
 - * Responsible for the safeguarding and spending of money.
 - ** Treasurer usually is Chair of committee.
 - ** All recommendations for changes in dues, building expenditures, for sales and for any other money matters are referred to this committee.
 - c. The House Committee
 - * Takes care of the physical equipment.
 - * General upkeep of club properties.
 - * Arrangement for refreshments, special events, and banquets.
 - d. The Educational Committee
 - * Arranging educational programs
 - e. The Program Committee
 - * Arranges monthly (periodic) programs.

STANDING COMMITTEE REPORTS:

1. Annual reports.
2. Can include committee recommendations.

HOW TO CONDUCT ELECTIONS:

1. Select nominating committee.
 - * *“Mr. Chairman, the nominating committee wishes to submit the following slate”:*
 - * For president, Mr/Ms _____
 - * For vice president, Mr/Ms _____
 - * For secretary, Mr/Ms _____

- * For treasurer, Mr/Ms _____
2. The members have the right to make additions. If none are made, the Chair inquires:
 - * *“You have heard the proposed slate of the committee. What is your pleasure?”*
 - * If the group is ready to vote, the Chair puts the question: *“All those in favor of the submitted slate say Aye.”* Then: *“The officers have been duly elected.”*
 3. Often, as a form of courtesy, a member moves to make the selection unanimous. If no objection is voiced, the Chair instructs the secretary to “cast a single ballot for the slate.” This makes the election of all officers unanimous. It cannot be done if there is any objection by a member.

NOMINATIONS FROM THE FLOOR:

1. Chair informs the members that:
 - * Nominations are in order as follows:
 - ** Nominations are in order for the office of the president.
 - ** *“Mr. Chairman, I nominate _____ for president.”*
 - ** *“Mr. _____ has been nominated for president. Are there any further nominations for this office?”*
 - ** If there are no further nominations from the floor, the nominations are closed.
2. NOMINATIONS NEED NOT BE SECONDED.

CLOSING NOMINATIONS:

1. Nominations may be reopened by a motion from any member.
 - * It is not debatable, and requires a majority vote.
 - * This is to protect the group from a hasty action by the Chair. It is rarely needed.
 - * When there is only one candidate proposed for an office, the Chair can declare him or her elected without balloting.