

Before the Meeting

1. Approve the agenda
2. Send out meeting reminders to board.

Committee Meeting Checklist:

1. Recognize a quorum
2. Calling meeting to order
3. Approve the agenda and minutes
4. Communication and reports
5. Old/new/Other business
6. Close the meeting

Tips and Reminders for Chairpersons:

A chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following [tips and reminders](#) will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't over command.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

Recognize a Quorum

In understanding how to run a division meeting, the first order of business is for the chair to determine if a [quorum](#) is present. The quorum is defined in the organization's by-laws. If the quorum is not specifically defined, a simple majority rules.

Calling the Meeting to Order

The next order of business is for the chair to call the meeting to order by making a simple statement. The chair then addresses any items of personal or perfunctory nature such as welcoming new members, thanking retiring members, and welcoming visitors.

Approving the Agenda

Following personal items, the chair moves to the [agenda items](#). The chair will ask the members to approve the agenda. When a member requests additions, amendments, or deletions of the agenda, the amended agenda may be approved without a vote.

Approving the Minutes

Running a successful meeting means taking care of past meeting items first. Before any official business can be conducted, the board must [approve the minutes](#) of the prior meeting. There are a couple of ways to do this—either by asking the secretary to read the minutes of the prior meeting or by sending the minutes to members prior to the meeting. The next step is for the chair to ask the members if there are any corrections to the minutes.

If there are no corrections, the chair announces that the minutes are approved as written.

In the event that members propose amendments to the minutes, the chair asks the members to consider the amendments and agree with them. This can be done without taking a formal vote.

Relative to a dispute about an amendment, the chair may ask for a vote if the amendment should be adopted.

Once the members have accepted the minutes, the chair states, “If there are no further corrections, the minutes stand approved, as corrected.”

The secretary would then record any amendments to the current meeting minutes and the chair would sign the minutes to make them official.

Communication and Reports

The next step in the process of how to run a meeting is a hearing of reports from the Executive Director and any standing or special committees. If a committee wants to make a recommendation, the reporting member moves to adopt it. Otherwise, the report is filed with no action.

<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>

MEETING MANAGEMENT GUIDELINES

Financial reports should be read to keep members current; however, no action needs to be taken on them unless it is an audited report. A vote should be taken after the annual, audited financial report.

Old Business

Old business consists of items that the division has previously discussed that are ready for formal approval. If any of the items require additional discussion, the chair asks for approval to move those items to the discussion portion of the meeting. All other items should be voted on and approved, postponed, or tabled.

New Business

Having settled old business items, the chair will announce new business items, one at a time, and allow for discussion. The chair may ask the members to re-order the items, as prudent or necessary. The chair should invite discussion and facilitate debate, drawing out a full range of opinions. If discussion is lengthy, the chair may limit the discussion for a certain period. At the end of the discussion, the item may be voted on, amended, tabled, moved to committee for consideration, or postponed.

Other Business

During this part of the meeting, the chair invites members to raise other matters that don't require discussion, such as announcements. Other business may include items for future discussion so that members will have time to review them.

Closing the Meeting

To close the meeting, the chair thanks the visitors and declares the meeting adjourned. As a final, and important step, the chair should follow up with the executive team and review any aspects of the meeting that they need to discuss prior to the secretary writing the formal record of the meeting.

Poorly chaired meetings may have negative consequences on the division, so it's important to avoid pitfalls and keep the meeting running smoothly. A [competent chairperson](#) understands how to run a meeting properly and prepares ahead of time, keeping the meeting moving. He or she also keeps overzealous members in check and addresses distractions. Productive meetings allow for open discussion while focusing on strategic progress for the benefit of the whole organization.

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MEETING MANAGEMENT GUIDELINES

Types of Motions:

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

Every Motion Has 6 Steps:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the membership is in obvious agreement, the chairperson may save time by stating, “If there is no objection, we will adopt the motion to...” Then wait for any objections. Then say, “Hearing no objections, (state the motion) is adopted.” And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

Requesting Points of Something

Certain situations need attention during the meeting, but they don’t require a motion, second, debate or voting. It’s permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Members can declare a [Point of Order](#), Point of Information, Point of Inquiry or Point of Personal Privilege.

Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

Point of Information: A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

Point of Inquiry: A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

Point of Personal Privilege: A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member’s conduct.

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MEETING MANAGEMENT GUIDELINES

| Action | What to Say | Can interrupt speaker? | Need a Second? | Can be Debated? | Can be Amended? | Votes Needed |
|--|--|------------------------|----------------|-----------------|-----------------|----------------|
| Introduce main motion | "I move to..." | No | Yes | Yes | Yes | Majority |
| Amend a motion | "I move to amend the motion by...." (add or strike words or both) | No | Yes | Yes | Yes | Majority |
| Move item to committee | "I move that we refer the matter to committee." | No | Yes | Yes | No | Majority |
| Postpone item | "I move to postpone the matter until..." | No | Yes | Yes | No | Majority |
| End debate | "I move the previous question." | No | Yes | Yes | No | Majority |
| Object to procedure | "Point of order." | Yes | No | No | No | Chair decision |
| Recess the meeting | "I move that we recess until..." | No | Yes | No | No | Majority |
| Adjourn the meeting | "I move to adjourn the meeting." | No | Yes | No | No | Majority |
| Request information | "Point of information." | Yes | No | No | No | No vote |
| Overrule the chair's ruling | "I move to overrule the chair's ruling." | Yes | Yes | Yes | No | Majority |
| Extend the allotted time | "I move to extend the time by ___ minutes." | No | Yes | No | Yes | 2/3 |
| Enforce the rules or point out incorrect procedure | "Point of order." | Yes | No | No | No | No vote |
| Table a Motion | "I move to table..." | No | Yes | No | No | Majority |

MEETING MANAGEMENT GUIDELINES

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|--|---|-----|-----|-----|-----|----------|
| Verify voice vote with count | "I call for a division." | No | No | No | No | No vote |
| Object to considering some undiplomatic matter | "I object to consideration of this matter..." | Yes | No | No | No | 2/3 |
| Take up a previously tabled item | "I move to take from the table..." | No | Yes | No | No | Majority |
| *Reconsider something already disposed of | "I move to reconsider our action to..." | Yes | Yes | Yes | Yes | Majority |
| Consider something out of its scheduled order | "I move to suspend the rules and consider..." | No | Yes | No | No | 2/3 |
| Close the meeting for executive session | "I move to go into executive session." | No | Yes | No | No | Majority |
| Personal preference- noise, room temperature, distractions | "Point of privilege" | Yes | No | No | No | No vote |