



CONDUCTING A MEETING

- Roberts Rules of Order are the standard practices used to conduct meetings of all kinds.
- Knowing the basics of these rules is important to be sure that the club's business is conducted in an orderly manner.
- Follow an agenda – this will keep the meeting on track
- Make sure all members of the club have the agenda in advance

Creating an agenda:

- 1) Reading and approval of the minutes from the prior meeting
- 2) Reports from officers (Treasurer's report, etc.)
- 3) Reports from committees (tournament site selection committee is an example of a committee)
- 4) Special orders (a previous assignment from the board is an example)
- 5) Unfinished business (any issue that was postponed or tabled from a previous meeting)
- 6) New Business (new topics and speakers)
- 7) Adjournment (requires a motion to adjourn)

Making a motion:

- 1) To make a motion, you must be recognized by the meeting chairperson
- 2) Someone must second the motion before it can be put to a vote
- 3) The meeting chairperson must restate the motion
- 4) Club members debate the motion
- 5) The meeting chairperson asks for an affirmative vote. Chairperson then asks for a negative vote
- 6) The meeting chairman announces the result of the vote

Counting the votes – A 2/3 majority vote is required when:

- 1) Suspends or changes a rule or order that has already been established
- 2) Prevents the introduction of a question for consideration
- 3) Closes, reduces or extends the limit of a debate
- 4) Closes nominations or voting poll
- 5) Takes away membership or officer position