



**Association
Executives Institute**

**February 17-21, 2007
San Diego, California**

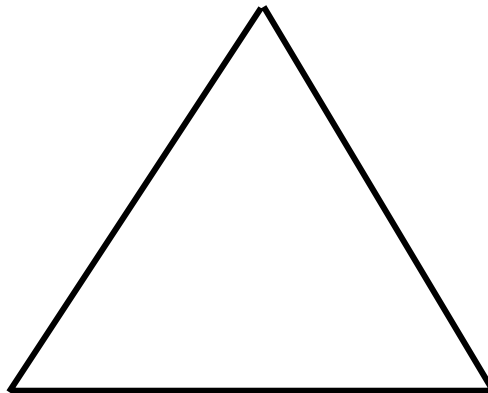
Plot Your Course – Planning Successful Meetings

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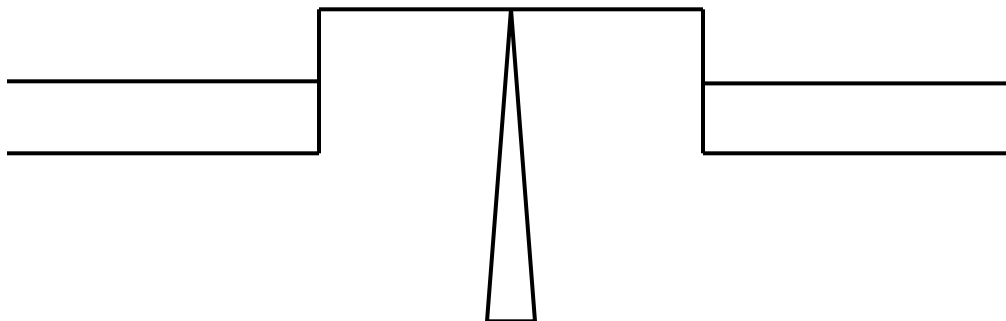
February 20, 2007

A Great Meeting is:

Three Basic Skills of a Great Chair:



The Perfect Balance:



Association Governing Documents

- Federal, State, Local Laws (just do it)
- Charter (statute)
- Bylaws (structure/authority)
- Special Rules of Order (meeting procedures different from RONR)
- Parliamentary Authority (usually *Robert's Rules of Order Newly Revised- RONR*)
- Standing Rules (administrative)

Agenda Checklist

- Annual Planning Calendar
- Postponed items
- Special reports
- Unfinished business

Types of Agendas

- Traditional
- Priority
- Subject-based
- Strategic
- Special meeting
- Timed
- Presiding

Types of Motions

- Main – initial suggestions for action
- Ranking – additional actions while main motion is on the floor
- Non-ranking – used to handle specific situations
- Re-examine – to decide whether to rescind, change, or vote again

Amendments

- Three types: add words, strike out words, or replace words
- Words must be connected
- Which *words* do you want to change?

Minutes

- Use a template
- Use footers on every page
- Executive summary
- Action lists

Two Special Tools to Ensure a Great Meeting

The Consent Agenda

A consent agenda is a great way to dispose of routine or uncontroversial matters quickly and easily. It's a simple process.

1. The consent agenda is compiled of items that are expected to have the full support of all of the members of the assembly. It's easiest to use if the consent agenda appears as a numbered list, such as:
 1. (Short description of action item)
 2. (Short description of action item)

2. At the beginning of the meeting, the chair calls up the consent agenda, and asks if anyone wants to remove anything from the list. Members do not need recognition, they can simply call out the number they want removed. The chair responds by saying "Number x is removed."

NOTE: The person does not need to give any reason for removing an item from the consent agenda. They may want to have a separate vote or debate, or just want to vote against the item, even if it is likely to pass.

3. The chair then states that, if there is no objection, the remaining items are adopted. By general consent, all of the remaining items are adopted without separate debate or vote.
4. The removed items are then taken up separately or placed elsewhere on the agenda for action. For example, a financial item might be placed with other financial items.

The Speaker's List

1. The chair draws a line down the middle of a small tablet.
2. The chair asks who wants to speak to the pending motion. If the maker of the motion wishes to speak, his name goes first on the left side of the line, followed by others in the order that the chair sees them.
3. The chair recognizes the maker first, or, if he chooses not to speak, recognizes the next person on the list.
4. The chair asks the next person on the list if she is speaking in favor or against the motion. If on the same side as the previous speaker, the chair skips this person and continues on until he finds a speaker who will speak on the opposite side of the previous speaker.
5. The chair takes the next person in turn, going back to pick up someone who was skipped, if necessary.
6. If someone wishes to speak a second time, his name goes on the right side of the line. As long as there are any names on the left side of the line, the people on the right side of the line are not recognized.
7. The list is refreshed between speakers as necessary.

Speaking the Chair's Language

Recognizing Members	The chair recognizes... -or- ... is recognized.
Handling Seconds – no second	Is there a second? (one second pause) If there is no second, the motion will not be considered. (one second pause) Since there is no second, the motion will not be considered.
W/Second	It is moved and seconded that...
Handling Amendments	It is moved and seconded to amend by (<i>striking words – adding words – striking and inserting</i>) <u>so that if adopted, the motion will read:</u> (<i>insert wording of motion if amended</i>) The debate and vote will be on the amendment.
Closing Debate	It is moved and seconded to close debate. This will require a two-thirds vote.
Taking Votes by Voice	The question is on the motion to... Those in favor, say “aye.” Those opposed, say “no.” The [ayes] [noes] have it and the motion [is adopted] [fails].
Taking Votes by Show of Hands/Cards	Those in favor, please raise your [hands] [voting cards]. <i>Assess number, then:</i> Thank you, please lower your [hands] [cards] Those opposed, please raise your [hands] [voting cards]. <i>Assess number, then:</i> Thank you, please lower your [hands] [cards]
Taking Votes by General Consent	Is there any objection to ...? (<i>state action to be taken</i>) There being no objection, (<i>state action to be taken</i>)
Announcing the Result	The “ayes” have it and the motion is adopted. —or— The “noes” have it and the motion fails.
If Unsure:	The chair is in doubt. <i>Retake vote, such as retake a voice vote by show of hands.</i>
Consent Agenda	The consent agenda is before you. Does anyone wish to remove any items from the consent agenda? <i>If a number is called out: #___ is removed.</i> Adopt all items remaining on the consent agenda by general consent.

Speaking the Member's Language

Seeking Recognition	Mr. (Madame) Chairman! -or- Mr. (Madame) President
Making Motions	<i>On your own:</i> I move that... <i>From a committee:</i> By direction of the committee, I move the adoption of the following...
Seconding Motions	Second! <i>NOTE: you do not need to be recognized to second a motion.</i>
Making Amendments	I move to amend the motion by: <i>Use one of the three following methods, describing which words to change:</i> Striking the following word(s): Adding the following word(s): Striking the following words(s): -- AND inserting the following word(s): <i>Make sure the motion reads correctly if amended with your proposal</i>
Closing Debate	I move the previous question on ... —or— I move to close debate on...
Voting by General Consent	<i>If you object, you do not need to be recognized to say:</i> I object! <i>NOTE: you also do not need to give a reason.</i> <i>If you agree, remain silent when the chair calls for objections.</i>
Consent Agenda	<i>If you wish to have an item removed from the consent agenda, you do not need to be recognized. Call out the number of the item you want removed.</i>
Protecting the Rules	<i>You protect the rules by raising a point of order. You do not need to be recognized. Once you've called out as below, be prepared to state what rule is being violated.</i> Point of order!
Appealing the Ruling	I appeal the decision of the chair. <i>The chair can give his reason for the ruling first, then the members can each debate once on whether the ruling should be sustained. Again, be prepared to state your views.</i>