

# Productive Meetings

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Purposeful Meetings Yield Results



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# Parliamentary Workshop

Sacramento City College - October 20, 2014



## Before the Meeting

1. Have an objective for the meeting
2. Decide on the type of meeting
  - a. Formal organization (e.g., club, board, committee, etc.)
  - b. Informal Organization (e.g., study group, family reunion, etc.)
  - c. Meeting format (e.g., business, panel discussion, round table, seminar, etc.)
3. Establish a budget as needed
4. Comply with the parent association (e.g., SCC, if meeting on campus)
  - a. Obtain a meeting site (e.g., access, seating arrangement, controlled climate, parking, etc.)
  - b. Prepare, distribute, and post an announcement, “the Call” (Brown Act!)
  - c. Promote and publicize your meeting to the correct audience
  - d. Include meeting location, time, member requirements, etc.
  - e. Prepare and copy a purposeful Agenda (Brown Act!)
  - f. Arrange for refreshments or food
  - g. Obtain any audio-visual equipment, laptop, or WiFi you need
5. Assure that everyone understands his role
6. Obtain a guest speaker
7. Set up signs to the meeting site

## During the Meeting

1. Start on time
2. Take roll or register attendees
3. Adopt the agenda
4. Elect or appoint officers
5. Compile a set of rules for attendees (e.g., bylaws, standing rules, parliamentary authority, etc.)
6. Share and comply with the rules
7. Have an educational program
8. Keep minutes
9. Approve previous minutes
10. Keep it brief, swift, and direct, but on topic
11. Seek solutions not complaints
12. Use a timer



13. Allow no interruptions
14. Discourage repetitions; ask for content that has not been heard in debate
15. Hear reports
16. Handle motions
17. Assign tasks to committees
18. Handle new business
19. Set the time for the next meeting
20. End on time

### **After the Meeting**

1. Complete the minutes
2. Promote and publicize the outcomes of the meetings
3. Evaluate all aspects of the meeting
  - a. Was someone assigned to each actionable decision?
  - b. Did the meeting drag on or move along swiftly?
  - c. Were the meeting's objectives met?
  - d. Were the attendee's questions and concerns addressed?
  - e. Was participation encouraged?
  - f. Was enough time allowed for the different parts of the meeting?
  - g. Was anyone allowed to monopolize the debate?
  - h. Did any attendees attempt to hijack the meeting?
  - i. Were attendees open minded and willing to participate?
  - j. Were conflicts resolved?

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## Sample Order of Business \*\* (Chronology and Authority)

1. **Reading and Approving of the Minutes:**  
*If there is no objection* the minutes will be adopted as read/distributed/printed.
2. **Reports of Officers, Boards, and Standing Committees:**  
Recommendations from the report may result in motions from any member in attendance. Or a member may ignore the recommendation and move a completely different motion.  
Reports are heard in the order that the officers, boards, or standing committees are listed in the bylaws. But if these are not listed in the bylaws, the officer or committee has no power in your association.  
Officers should not make motions off their own reports.
3. **Reports of Special (Ad hoc) Committees:**  
Recommendations from the report may result in motions from any member in attendance. Or a member may ignore the recommendation and move a completely different motion.  
Reports are heard in the order that the special committees were created.
4. **Special Orders:**  
Issues are taken in the order they were moved (by a 2/3 vote). Those Special Orders not dealt with at the last meeting come first.  
Often the bylaws dictate that a certain task (such as elections, creation of committees, etc.) must be dealt with at a specific meeting. These bylaw tasks are typically dealt with as a Special Orders.
5. **Unfinished Business and General Orders:**  
Any issue that was left pending when the last meeting adjourned, or which was not reached before adjournment, constitutes Unfinished Business.  
Any motion that was postponed from the last meeting to the current meeting constitutes General Orders. The older motions come before the newer motions.
6. **New Business:**  
Any issue new to the current meeting.

\*\* Exceptions:

A motion may be Taken from the Table under its same class of business, or after Special Orders.

Opening Ceremonies come before the Order of Business. Program, Announcements, and Closing Ceremonies come after the Order of Business.



## Dos and Don'ts of Minute Taking

### Make sure you ...

1. DO use the agenda as a guide;
2. DO record the kind of meeting, date, time, and location;
3. DO record the presiding officer's and the minute taker's complete name;
4. DO record the presence of a quorum if announced by the presiding officer;
5. **DO write the full name of the maker of every motion;**
6. **DO include the totals from the treasurer's report for previous balance, receipts, disbursements, and current balance;**
7. DO record the full names of officers and committee chairs who presented a report;
8. DO file complete signed reports of all written reports attached to the minutes as exhibits;
9. **DO enter motions and amendments in the exact wording as stated by the presiding officer and as finally adopted;**
10. **DO show the exact action taken on every motion (e.g., adopted, defeated, postponed, referred, laid on the table, etc.);**
11. **DO record all balloted or ordered counted votes, for and against;**
12. **DO record all Notices, Points of Order, Appeals (including the reason for the chair's ruling and the outcome of the appeal);**
13. DO include the category of business;
14. DO list the names of members elected or appointed to special committees, the name of each committee, and its purpose;
15. DO include important announcements pertaining to the whole society.

### Make sure to ...

1. **NOT forget to check past minutes for agenda items;**
2. **NOT include the names of the seconders;**
3. **NOT include every detail from a report;**
4. **NOT include any content of the debate unless ordered to do so;**
5. **NOT include any motion withdrawn before the presiding officer stated it;**
6. **NOT include personal opinions or descriptive phrases;**
7. NOT include words of praise or criticism from anyone;
8. NOT forget to include the time of adjournment;
9. NOT close with "Humbly" or "Respectfully submitted,";
10. NOT forget to date and sign the minutes with your title, adding whether the minutes were later adopted with or without corrections.



## Six Steps to Handling a Motion

A motion is a formal proposal by a member during a meeting that the assembly take certain action. The basic form of the motion is the Main Motion.

### A Main Motion is brought before an assembly:

1. **Motion is moved:** While no motion is pending, a member rises and seeks recognition. Once she is recognized she has the exclusive right to be heard at that time. Member makes the motion, “I move we allocate \$300 to repair the computers.”
2. **Motion is seconded:** Someone without needing to be recognized, seconds the motion. The seconder is not claiming to agree with motion. The seconder is stating that the motion should be discussed and voted by the organization.
3. **Motion is stated:** The chair states the question, “It is moved and seconded to allocate \$300 to repair the computers.” As the chair turns to the maker of the motion, she states, “Are you ready for the question?” The motion no longer belongs to the mover; it belongs to the assembly.

### A Main Motion is considered by the assembly:

4. **Motion is debated:** All remarks by the members are made to the chair, never to or about another member. Debate can be closed only by a 2/3 vote by the assembly.
5. **Motion is put:** The chair says, “The motion is to allocate \$300 to repair the computers. All in favor of the motion indicate by saying, ‘Aye’.  
All opposed to the motion indicate by saying, ‘No’.”  
The wording of the motion when the question is put is the way it goes into effect.  
A voice vote is the regular method when a majority vote is required for adoption.  
A rising vote is the normal method when a 2/3 vote is required for adoption.  
A ‘show of hands’ is intended for small assemblies or after an inconclusive voice vote.
6. **Vote is announced:** The chair makes the following 4 statements.
  - “The ‘ayes’ have it. Or, the ‘Noes’ have it.”
  - “The motion is adopted. Or, the motion is lost.”
  - The chair states the effect of the vote or orders its execution.
  - “The next item of business is ...”