

## **MEETING PROTOCOL FOR A CHAPTER BUSINESS MEETING**

### **Call to order / opening remarks / introduction of guests**

### **Reading and approval of minutes**

- minutes need not be read if distributed ahead of time
- ask if any additions or corrections
- no need to vote on minutes, simply state "minutes are approved as read/ written
- or minutes stand approved as corrected
- only time a vote is needed - if there is not agreement on correction to be made

### **Treasurer's report**

- do not vote on report, simply state the treasurer's report will be filed

### **Corresponding Secretary's report**

### **Reports of officers and boards**

- other officers share reports here, if they have any

### **Reports of standing committees**

- only need to hear from committees with something to report
- no need to call on each committee

### **Reports of special committees**

- same as above

### **Unfinished business**

- never referred to as "old business"
- this is business that was brought up at a previous meeting, but not completed
- or business that was on previous meeting agenda, but not discussed

### **New business**

### **Announcements and adjournment (of business meeting)**

#### **ADDITIONAL TIPS**

- extend courtesy to all, be sure everyone has a chance to be heard
- majority rules, but minority is respected
- when a committee makes a report which includes a proposed motion, that motion is considered at the time of the committee report. A motion presented by a committee does not need a second as long as there are at least 2 people on the committee
- regular reports from the treasurer are not voted on; however, the proposed budget from the Finance Committee must be voted on, as would any proposed changes to that budget.
- if you know there is nothing to be brought up (as with Reports of officers and boards), it does not need to be on the agenda

## **PARLIAMENTARY PROCEDURES**

### **Strict Protocol for Large Meetings**

The Ohio State Organization Executive meetings follow Robert's Rules Of Order Newly Revised, 11th Edition. Adhering to these rules of procedure is necessary for large meetings, to maintain order and be fair to all.

To learn more about these rules you may want to read Robert's Rules Of Order Newly Revised in Brief. This is a much shorter book that explains terms and gives easy to understand examples.

### **Less Formality for Small Meetings (Chapters)**

One thing stressed in the latter book and by Certified Parliamentarians: "A chairman should never be stricter than is necessary for the good of the meeting". Therefore, following Robert's Rules explicitly in your chapter meetings is not necessarily recommended.

For example: In Robert's Rules, discussion of an item is initiated after a motion has been made and seconded. But in a small meeting, it is fine if members begin discussing something on their own (with no motion). When an agreement seems to be reached, someone needs to make the motion. A few things to adhere to with less formality:

- be sure everyone has a chance to speak with courtesy shown, no one side should dominate the discussion
- be sure you are voting on only one motion
- be sure a motion has been made and seconded before you vote (the second does not need to agree with the motion, only to agree it should be voted on)
- be sure you state the motion precisely and clearly before everyone votes (especially if a lot of ideas have been tossed around)

Once a motion has been voted and accepted, it cannot be changed except by another motion.

### **What Gets Recorded**

The minutes of the meeting do not need to include the discussion. But it is vital that they state the motion word for word, who made the motion, that it was seconded, and the result of the vote.

### **Where To Find More Information About Conducting Meetings**

Here are references to learn more about meeting and the role of the president.

- the shortened version of Robert's Rules, mentioned in the second paragraph
  - Go-To Guide for Chapter members (Handbook of the Delta Kappa Gamma)
- This guide is for sale (\$4.00) in the DKG market, or can be found on the [dkg.org](http://dkg.org) site and can be downloaded to your computer. You can then check out the pages relating to your needs/questions.

### **Go-To Guide Pages of Interest to Presidents/Chairmen**

-page 22 - Decorum for Presiding Officer

-pages 41 - 45, Appendix I - Parliamentary Procedures / Handling a Motion

-page 50, Appendix M - Business Meeting Agenda

Individual pages can be printed, but one word of advice (from experience) - there are 6 pages of introduction before the numbered pages. Therefore, if you want to print page 10, you need to tell your computer to print page 16.

