

MEETINGS & MOTIONS

MAKING THE MOST OF
OUR TIME TOGETHER



WHAT IS A MEETING?

A gathering of people,
working together
in a courteous spirit,
getting the business done,
resolving issues in a
fair way.



GLOSSARY OF TERMS

- **CHAIR** – person selected to designate who may speak at any given time
- **RULES OF ORDER** – meeting rules geared to working out satisfactory solutions to the greatest number of questions in the least amount of time
- **QUORUM** – a minimum number of members who must be present to conduct business, generally a majority of the members

GLOSSARY OF TERMS (continued)

- **ADJOURN** – to close the meeting
- **MOTION** – a clearly stated proposal offered by a member for the group to take certain action “I move that...”
- **SECONDING A MOTION** – a motion must be seconded in order to be considered – shows that at least two members want the proposal considered

GLOSSARY OF TERMS (continued)

- **STATING THE QUESTION** – once a motion is moved and seconded, the Chair states the proposal and calls discussion
- **DEBATE ON THE MOTION** – discussion of the proposed action
- **PUTTING THE QUESTION** – following discussion, the Chair asks “Are you ready for the question?” calling for the vote on the motion

GLOSSARY OF TERMS (continued)

- **SPECIAL (ADHOC COMMITTEE)** – created for a particular purpose, members appointed by Chair or through motion, for a set period of time, or until matter is resolved

AGENDA

THE ORDER OF BUSINESS

- Reading and approval of minutes of last meeting (s)
- Reports
- Unfinished Business (Business Arising from the Minutes)
- New Business
- Adjournment





MEETING GROUND RULES

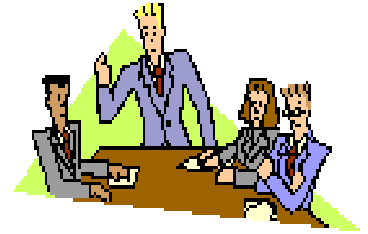
- Start on time
- Stick to the agenda - one piece of business at a time
- Participation is your right and responsibility
- Initiate ideas
- Use creative problem solving
- Give others a chance to talk - silence does not always mean agreement

Meeting Ground Rules (continued)

- Communicate – say what you think and feel
- Conduct group business in front of the group
- Conduct personal business outside of the meeting
- Foster respect, acceptance, trust, caring
- Make the decision
- End on time



CHAIRING THE MEETING



- Take a neutral position on all issues
- Focus group energy on the agenda
- Suggest alternate solutions
- Protect individuals from verbal attack
- Encourage all members' participation

Chairing the Meeting (continued)

- Keep enthusiasm high
- Enable win/win solutions
- Coordinate pre and post meeting events
- Seek clarity on issues
- Assist the meeting recorder



When We Work as a **TEAM**.....

T Together
E Everyone
A Achieves
M More

