How To Effectively And Successfully Run A Meeting
Volunteerism is a growing and viable "occupation in our society. More and more people are volunteering than ever before, and many of our organizations are solely being run by volunteers.

Many volunteer organizations function very well, as defined by the members of these groups. Others however, "flounder" in their operations and therefore do not have the effectiveness with their membership. They cannot accomplish what they have set out to do, and what their membership expects them to do. This manual has been especially written to aid those struggling volunteers. We sincerely hope you will use it as your guide in your day to day operations.

You will find that all volunteers want is to be involved in an organization that functions well. You will receive more individual commitment from your volunteer if you can make your involvement more clearly understood. This in turn will make you organization more effective in your community.

"How To Effectively And Successfully Run A Meeting", has been developed by the General Council of Winnipeg Community Centres with the financial assistance of the City of Winnipeg, and the Province of Manitoba.

This is the first package in a series of "Leadership Training" for volunteers being developed by the General Council of Winnipeg Community Centres to aid you, the volunteer, in your organization.
HOW TO EFFECTIVELY AND SUCCESSFULLY RUN A MEETING

OUTLINE

1. INTRODUCTION

2. PLANNING YOUR MEETING
   a. Planning the Objective
   b. Planning the Time and Place
   c. Notification of the Members
   d. Be Prepared
      1) The Meeting Check List

3. APPOINTMENT OF DUTIES
   a. The Role of the Chairman
   b. The Duties of the Secretary
      1) Minutes
   c. The Duties of the Members

4. THE ACTUAL MEETING
   a. Starting on Time
   b. Quorum
   c. The Purpose and the Agenda
   d. Keeping the Meeting Moving
   e. Observe and Record
   f. Adjourn on Time

5. THE RULES OF ORDER
   a. Addressing the Chair
   b. Motions
   c. Discussion and Debate
   d. Changing of Motions
   e. Special Motions
      1) Privileged Motions
      2) Subsidiary Motions
      3) Incidental Motions
      4) Unclassified Motions
      5) Summary
   f. Voting

6. PAPERS AND PRESENTATIONS

7. ACTION
INTRODUCTION

As a member of your community organization, you will often find yourself involved in meetings. This booklet is designed to help you understand the basic format of a meeting, as well as to offer some valuable tips for planning successful and productive meetings.

A meeting, in the simplest terms, is a place for exchanging information. It is used to refine or improve ideas through sharing, to better understand the goals of your organization, and to process business pertinent to your organization’s operations in an orderly manner. Meetings consist of two-way communication. You explain the problem and give the facts, their experiences, opinions and advice. Then based on this new information, you as a group decide on a plan of action. Discussion is the basis of any action, and the success of your organization will depend on the quantity and quality of your activities.

There are as many reasons to hold meetings as there are groups that meet, that is why it is of utmost importance to define the purpose of your meeting before all else. Successful meeting, however, do not just happen. They are as a result of careful planning and organization, and just plain hard work! Successful meetings are the foundation of the road to successful operations. A good organization will use formalized meetings to reach its’ goals and ambitions.
PLANNING YOUR MEETING
PLANNING THE MEETING

There are four basic steps you can follow when planning a meeting. They are:

1. Planning the objective
2. Planning the time and place
3. Notification of members
4. Be prepared

Planning the objective
As earlier mentioned there are many reasons for holding meetings.

Some of these might be:
- to share information
- to gain new insights and ideas
- to make decisions
- to divide the workload
- to build morale

No matter what the reason, it is always important to ask, “what is the purpose of holding this meeting?” You should always determine beforehand what is the specific purpose and clearly define exactly what you expect to accomplish at this meeting. It is also important, when planning your meeting, to keep in mind the basic goals of your organization as a whole. Define your purpose clearly at the onset will help keep discussions from wandering off topic and more will be accomplished at your meetings.

Planning the Time and Place

Selecting the best time and convenient place to hold your meeting will help ensure good attendance and participation. You may want to consider a regular time and place suitable to the majority of your members. Aside from where and when, be sure you meet often enough to get the job done and to maintain the interest of the members. On the other hand, meeting too often could become a bother and a chore to the members. Be practical!

Weekdays during the evening is better than daytime or weekends, for most people. Also, don’t let your meeting compete with other important events if it is impossible to be avoided. It is suggested that the chairman or the secretary keep a calendar of all important events happening in your community and organization.
The physical arrangements for a meeting are usually the responsibility of the secretary. When planning your meeting be mindful of comfort. Nothing can be more distracting than physical discomfort. Checking details such as room temperature, ventilation, lighting, acoustics and arrangements of chairs will contribute greatly to the successful meeting. If the meeting is going to be long, plan for a short recess. People will appreciate your thoughtfulness.

**Notification of members**

Meetings should be scheduled as far in advance as is practical and possible. Members should be given at least two (2) to seven (7) days notice depending on the nature of the organization and purpose of the meeting.

A meeting notice should be mailed out by the secretary to each member. The notice should include; date, place, time, purpose (a copy of the agenda), time of adjournment, and a request that members indicate whether or not they will be able to attend.

A last minute reminder by telephone or in person from the secretary on the day of the meeting will help ensure good attendance.

**Be prepared**

Always prepare an agenda. This is usually done by the secretary in cooperation with the chairman. An agenda is a detailed plan for the meeting, with background information, if necessary. It is used to inform members of the subjects to be covered and the order in which they are to be considered at the meeting. Make sure everyone agrees with it before you start.

Decide beforehand what reports, charts or other visual aids (if any) will be needed and have them ready.

It is a good idea to have an attendance sheet so that you know who is present and also so that you may refer to each member properly;

And finally, there is a valid reason for making coffee or some refreshment available. It allows a person to leave the table and move around for a few moments. A little thoughtfulness and planning such details will have a positive effect on the outcome of your meeting.

**Meeting Check List**

1. Have the notices of the meeting been mailed?
2. Did notices show the date, place, time and purpose of the meeting?

3. Have the members been reminded of the meeting?

4. Do you have an agenda?

5. Is the meeting room available?

6. Is the meeting room comfortably heated (or ventilated)?

7. Are there sufficient chairs, and are they properly arranged?

8. Is there a table or desk for the chairman and secretary?

9. Is the lighting adequate? Does anyone have to face a glaring light?

10. Are all the necessary materials that will be used in the meeting? e.g. reports, charts, attendance sheets, etc.

11. Are there notepads and pencils for the members?

12. Are there refreshments and ashtrays available?
APPOINTMENT OF DUTIES
Appointment of Duties

A successful meeting requires a clear understanding of the responsibility of all participants - the chairman, the secretary, and the members. The following section will briefly outline those duties and responsibilities.

The Role of the Chairman

The chairman plays a key role in the success of the meeting over which he presides. Some of the responsibilities of the chairman are:

- to present the problem
- to clarify the problem
- to stimulate group thinking
- to follow the discussion
- to summarize the discussion

The job of chairman also includes the job of being a good host. This includes making the necessary introductions to be sure all of the members are acquainted. As the host, the chairman should put himself in the position of serving the people who attend the meeting, i.e. making introductions, offering refreshments. If the people feel comfortable they will get to know each other better and feel better about coming to future meeting.

Actually the most important factor of a successful meeting is the personal sincerity of the chairman. He should be friendly, tactful, patient, neutral, and also be able to guide discussion so that it stays on topic and doesn't drag. He must be able to coordinate the various points of view. He should also try to learn as much as possible about the subjects to be discussed before hand.

Part of the job of the chairman is to observe which members are the real workers who "get the job done" because he may be asked to recommend a future chairman or candidates for other positions. The chairman, for example, is sometimes asked to choose a recorder or secretary.

A chairman should also be prepared. He should prepare himself by checking the contents of the agenda and the contents of the previous meeting's minutes. He must attempt to determine how the different members of the group will react to the discussion items.
Please note that "he" also denotes "she" throughout this manual

The chairman should put himself through prior exercises of debating each agenda item, and should test every sentence of the minutes. Background material must be read. There should be a prior meeting with the secretary (who drafted the minutes and the agenda and the circulated materials to the members).

A chairman is not being unfair or partisan when he offers a synopsis of the views that have been expressed, and he is not going to far if he warns the assembly about the possible repercussions of the alternatives.

Some other formal rules are:

- the chairman refers to himself as "the chair" never as "I".
- The chairman usually remains seated, except for calling the meeting to order, putting a question to a vote, and giving a decision.
- the chairman may suggest motions but may not make them himself.
- the chairman will turn over the chair to someone else (i.e. the vice-chairman) should he wish to speak formally on the topic.
- the chairman votes only in the event of a tie (for further information on this see the section on voting).

**DUTIES OF THE SECRETARY**

The responsibilities of the secretary are:

- to arrange with the chairman, the time and place of the meeting.
- to arrange for the notification of the members.
- to provide adequate and comfortable meeting facilities.
- to confer with the chairman as to the purpose and agenda for the meeting.
- to provide for the recording of the actions taken at the meeting (the minutes), and send copies of them out after the meeting to those who attended.

**A good secretary should be:**

1. Be able to summarize clearly and express ideas well in written form;
2. Have both experience and technical knowledge of the process of group discussion; and
3. Have a good general knowledge of the subject(s) under discussion.
The group should be able to refer to the minutes and receive an honest expression of the group's opinions and a summary of what was discussed and decided. The minutes should record all strong points of views discussed.

**Reliable minutes:**
- guarantee continuity
- offer a running account
- remind the members of what they agreed to
- accurately hit the targets of the meeting's business
- record what the committee did and agreed to do

The secretary, whatever his own prejudices, must provide an unbiased and accurate record of what the meeting decided.

It is important that each item of business is included, however briefly, and related to the appropriate agenda item. If the subject fizzled out, this should be tactfully recorded.

While names and actions should always be attached to the "action" the committee should decide if it wants arguments to be recorded. As a general rule, this would not be recorded unless a member feels strongly that it should be identified.

Members who were present at this meeting should be noted (on the attendance sheet and in the minutes). If a member was only present for part of the meeting, this should be indicated.

Minutes should be sent to all members within a few days after the meeting.

The approval of the previous meetings minutes should be recorded in the minutes of the meeting at which they are submitted. Corrections, if they are agreed upon, should be incorporated into the minutes themselves. The subsequent meeting’s minutes should also record the corrections.

Keeping record is important. And it follows that the minutes should be circulated, with agendas and working papers, reports and other pertinent information. The secretary does this or sees that it is done.

The secretary should remind the chairman of deadlines, that a scheduled report has not been received, or that an action has not occurred. The secretary has special duties that relate to chairman’s function. He should see if the chairman is familiar with the agenda, and that “business arising from the minutes” are identified, so that the chairman will not be surprised.
THE DUTIES OF THE MEMBERS

The responsibilities of all board members are:
- to take part in discussion
- to keep prejudices in check, and respect other person's views
- to share experiences for the benefit of the group
- to attack problems impersonally and avoid arguments
- to avoid discussing unrelated matters
- to follow the discussion attentively
- to resist "speech making"
- to follow through on decisions with action

It is a good idea to imagine yourself in the place of a chairman, and to behave as you would expect the members to behave as if you were a chair.

What if a decision is reached with which you do not agree? Do you give the group your support? Or do you make your views known to others? There is no single answer, other than to suggest that you be thoughtful before speaking, and ask yourself these questions:
- Is the decision so unreasonable that you must continue to protest it?
- Will the group be weakened if you do?
- Was the decision (for all your objections) reached fairly?

Read the minutes carefully, to satisfy yourself that the significant matters, the decision that were made and the actions were agreed upon, all were recorded accurately. It is only if every person does this that the minutes will be a reliable and useful record.
THE ACTUAL MEETING
THE ACTUAL MEETING

Starting on Time

People like meetings that start on time. Reward those who are prompt by starting on time, rather than penalizing them by keeping them waiting for late comers. For those who do arrive late it is common courtesy to take a few brief minutes to review what has gone on. This summary will enable them to enter the discussion and serve to remind those present of what has been discussed and decided.

Quorum

A quorum is a number of members that must be present in order to validate the work of the organization, or to take a vote. The number is usually defined in the constitution or by-laws of the organization, or should be decided and stated when the group is formed.

Should a quorum not be reached by the end of thirty (30) minutes of the scheduled starting time, the meeting must be rescheduled (or as stated in the by-laws of the organization).

The Purpose of the Agenda

Always start your meeting with a written background, clearly stating the issue(s). Why are you calling this meeting? Basically, this statement should outline the agenda. The agenda is a clear and concise statement of the objectives of the meeting and should cover exactly what is to be considered or accomplished.

It is a common formality to ask whether the agenda is satisfactory. Organizations that meet often have little need for this formality. Members will have submitted agenda items for the secretary, or before the meeting they will warn the chairman that they have an additional items to raise, or would like to ask for a rearrangement of topics. Requests to change the order of the agenda ("I have to leave early.") should be dealt with sympathetically.

The last agenda item should be "other business". The first is the reading (minutes may be taken as circulated if copies have been mailed out to the members), and approval of the minutes from the last meeting. Approving the minutes is to confirm the accuracy and completeness of the record, and if necessary, to correct it. The second agenda item is "business arising from the minutes."

When setting up your agenda, keep the following in mind:

1. Items towards to the end of the meeting tend to be hurried or deferred.
2. A contentious item too early in the order of business may consume a disproportionate amount of the meeting’s time.
3. Unless the members will tired out by a long series of the reports, it is best to heat them early in the meeting.
4. New topics which are expected to require further work, fall among the last items.

As mentioned earlier, the list of items to be brought up before the meeting (the whole program) is called the agenda. The sequence in which the items are arranged is called the order of business.

**Sample Agenda**

1. Call to Order
2. Roll Call - this is important for the attendance record in deciding the quorum and the eligibility to vote and in identifying visitors.
3. Reading and Approval of Minutes - corrections are made without motion, "If there are no (further) errors or omissions, I declare the minutes are approved as read (corrected)".
4. Business Arising from the Minutes
5. Reports of Executive Officers (Committees)
6. Correspondence - the secretary will read any correspondence. Letters requiring action are handed to the chair. Any others are received as information and filed.
7. Unfinished Business
8. New Business - correspondence is dealt with first.
9. Announcements
10. Adjournment

**Keeping the Meeting Moving**

Always try to keep your meetings short and to the point. A meeting that drags tends to become meaningless and productive. A meeting that moves according to plan will inspire participation, promote action and stimulate further attendance and participation. To get full participation from the group, members should be encouraged to express their ideas and opinions freely. Every member should feel that he has a unique and individual contribution to make.

If a particular topic seems to frustrate resolution, it should only be pursued so far. Rather than obtaining only a meaningless compromise or allowing members to argue, the chairman should look for the reason behind the impasse. Perhaps more information is needed, or certain facts are not understood. Members may not have understood (or read) relevant reports. Sometimes, people are just tired. Unless a decision is urgently needed, a deferral is better than putting it through.

Equally, subjects should not be deferred simply because they deal with a controversial issue. If all the available information has been read and understood, the chairman should insist on a decision. He must, at some point, bring the group to a consensus.
Observe and Record

Aside from the secretary's minutes (which have already been discussed at length), individual members are responsible for carefully observing what is being discussed and decided. All members should take notes on important parts of discussion, especially if it concerns them directly. Reading the minutes at suitable intervals can help members with their own notes, and help summarize what has been decided thus far.

Adjourn on Time

If you have promised that a meeting will adjourn at a certain time, keep your word. People will feel better about coming to the next meeting if the last one adjourned on time. Setting a certain time to adjourn the meeting will help the discussion on topic. If you have outlined the amount of time for the meeting before hand, you are more likely to follow the agenda as planned, thus keeping within the set frame of time.
THE RULES OF ORDER

Although most voluntary organizations try to keep their meeting as informal as possible, there still is a place for formal procedure. Anyone involved in such organization owes it to himself and to his fellow members to have a basic understanding of formal procedure and rules of order. The rules of order are a basic tool for maintaining order and control in group discussions. When an organization uses formal procedures in it's general meetings, not only do the members have the responsibility of learning the accepted rules, but they must also know how to use them without hesitation or confusion. (For further information, it is suggested you refer to "Roberts' Rule of Order").

Addressing the Chair

When a meeting is opened for business, a member may obtain the floor by rising and addressing the chair, "Mr. Chairman."

Motions

A motion is the principle tool of an organization for recording the opinion of the group, deciding to take action and recognizing an accomplishment. Motions should be carefully worded to be identifiable as belonging to one of the categories found on page 14. It is also advisable to hand them in writing to the secretary when they are proposed.

Example of how to make a motion:
1. A member stands and says, "Mr. Chairman. . . ."
2. The chairman recognizes the speaker and says, "the chair recognizes Mr. Smith".
3. Mr. Smith says, "I move that. . . . ", delivering or reading the motion.
4. Another member, Mr. Jones, raises his hand to be identified by the chairman then says, "I second the motion."
5. The chairman says, "It has been moved by Mr. Smith and seconded by Mr. Jones that. . ") (he restates the motion). "Is there any discussion?"
6. The mover (Mr. Smith) usually speaks first, giving the reasons for the motion. Then anyone opposing the motion is given the opportunity to speak.
7. At the end of the discussion, a vote is taken. the chairman must specify which method of voting will be used. e.g. All those in favour of (state the motion) say aye, all those opposed say no. It is important for the chair call for both sides, even if the vote look unanimous. The chairman then announces whether the motion has been carried or defeated and how the motion will be disposed. e.g. "The motion is carried and the secretary will send a thank you note to our guest speaker", or, "The motion is lost and we will continue to meet at 7:00p.m."
The chairman should state clearly the wording of each motion twice, once before discussion and once before the vote.

**Discussion and Debate**

When several members rise to claim the floor, at one time, the chairman recognizes one of them, and the others should be seated.

Members should always speak against motions that they feel are unwise, illegal, or not in the best interest of the club.

To speaking favour of a motion; obtain the floor and say, "Mr. Chairman I am in favour of this motion because..."

The maker of a motion can vote against the motion but may not speak against it. The seconder may do both. The seconding of the motion ensures that the idea expressed has the support of more than one member. No discussion may take place until a motion is seconded. A motion that is not seconded is lost and cannot be discussed. The chair may call for a seconder. If there is no seconder, the chair says, "since there is no seconder or the motion is not seconded." The assembly then continues with the order of business.

**Changing of Motions**

To change a motion requires a new motion called an amendment. An amendment merely changes part or parts of the original motion. An amendment can:

1. Insert or add a word, phrase or sentence to the original motion.
2. Strike out or delete a word, phrase or sentence from the original motion; or
3. Strike out or insert another (suitable) word, phrase or sentence in the original motion.

The mover of an amendment says, "I move to mend the motion by..." The seconder says, "I second the motion". Discussion, if any, then follows.

A vote on the amendment must be taken before the vote on the original motion. Should the majority be in favor of the amendment (carried), the chairman says, "Is there any further discussion on the motion? (pause) if not, all those in favor of the as amended that..."

If the majority vote against the amendment (defeated), then the original motion, unchanged is discussed and voted on the regular way.
A second amendment is called an "amendment to an amendment". This is as much as a motion as any one motion and can be and can be altered on at a time. And it must be remembered that the amendment to the amendment can only alter the first amendment. It cannot change any other part of the original motion. The second amendment is voted on before the first amendment. If it is carried, the group then votes on the first amendment with the new change. If it is defeated, the original amendment is voted on unaltered. All of this may seem quite confusing to the person that is unfamiliar with the procedure. The following diagram may aid in better understanding.

<table>
<thead>
<tr>
<th>If an amendment</th>
<th>THEN</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>has to be moved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>it is the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>to the amendment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the amendment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>becomes the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the original</td>
<td></td>
<td></td>
</tr>
<tr>
<td>motion is</td>
<td></td>
<td></td>
</tr>
<tr>
<td>considered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>Present</td>
</tr>
<tr>
<td>motion</td>
<td>motion</td>
</tr>
<tr>
<td>has been</td>
<td>has been</td>
</tr>
<tr>
<td>taken</td>
<td>taken</td>
</tr>
<tr>
<td>and is</td>
<td>and is</td>
</tr>
<tr>
<td>by the meeting</td>
<td>by the meeting</td>
</tr>
<tr>
<td>being considered</td>
<td>being considered</td>
</tr>
</tbody>
</table>

Should anyone wish to alter a different part of the original motion, he must wait until the forgoing series of amendments has been dealt with. He may then move a new amendment.

**Special Motions**

The general rule is that any motion must be dealt with before another one is considered. There are, however, special motions that must be considered before anything else. They include:

1. Privileged Motions
2. Subsidiary Motions
3. Incidental Motions
4. Unclassified Motions

**Privileged Motions**

Privileged motions can stop the proceedings no matter what is going on. They must be dealt with immediately. A privileged motion does not deal with the subject under discussion, but to the physical comfort of the members, to the fact that the order of business is not being followed, or to adjournment or recess.
CASE 1 - "Mr. Chairman, I rise to a question of privilege. Will you please have the windows opened?" No seconder is required. The chairman will simply ask for the opinion of the group, without discussion, and the majority will indicate that the windows should be opened.

CASE 2 - "Mr. Chairman, I rise on a point of order. The order calls for discussion of. . . . . " The purpose of this is to bring the meeting back to the question being considered. No seconder is required. The chairman acknowledges the motion and returns to the order of business.

CASE 3 - Anyone may make a motion to adjourn the meeting anytime during the meeting, however it is considered discourteous to do so during discussion. A seconder is required, but no discussion is allowed. The vote is taken immediately, and the majority carries the motion. The question under consideration at the time on the agenda of the next meeting as "unfinished business."

CASE 4 - A motion to call a recess is sometimes presented at lengthy sessions. This requires a seconder and can only be discussed as to the length of the of the recess, a majority carries the motion.

**Subsidiary Motion**

This refers to the subject under discussion. An amendment is actually a subsidiary motion. A speaker should not be interrupted by a subsidiary motion, rather it should be presented after a speaker is finished.

CASE 1 - "Mr. Chairman, I move we call for a vote." This is sometimes used to end a lengthy discussion. It must be seconded, but no discussions allowed. A two-thirds majority in favour carries the motion. The original motion is then voted upon immediately.

CASE 2 - "Mr. Chairman, I move that this question be referred to the special committee consisting of. . . . . " This can be used when further information is needed before a decision can be reached. This motion must be seconded and may be discussed. A majority carries the motion.

CASE 3 - "Mr. Chairman, I move that we table the motion." Tabling a motion is postponing or laying aside a discussion of a question until a later meeting. It requires a seconder, there is no discussion and majority carries the motion.

**Incidental Motions**

Incidental motions indicate that something else must be done before the question being considered can be dealt with properly. They are often used to nullify the original motion.

CASE 1 - "Mr. Chairman, I request permission to withdraw my motion." Before a motion has been stated by the chair, the mover of the motion may move the withdraw of a motion of he feels that is a
waste of time, and not in the best interest of the organization. No seconder is required. After stated by the chair, the motion belongs to the assembly, and may be withdrawn only by general consent. If there is an objection, the question is put to a vote.

**CASE 2** - "Mr. Chairman, I move that nominations be closed." The aim of this motion is to keep the number of names on a ballot within reasonable limits. The chairman may recognize members rising to make further nominations before he recognizes the mover of the motion to close nominations. A seconder is required and a two-thirds majority is required to carry the motion. A motion to re-open nominations may be made before the election, by anyone who wishes to nominate another candidate. This takes a majority vote.

**CASE 3** - "Mr. Chairman, I move to appeal the ruling of the chair. It should be made that. . . . . " The motion to appeal the ruling of the chair must be made immediately upon disagreeing with the action of the chairman. The proper interpretation of such a motion is that the chair misunderstood the will of the majority. This motion must be seconded and discussion is allowed. A majority in favour of the motion obliges the chairman to change his actions in accordance with the wishes of the group. The chairman may ask the secretary or some other disinterested person to call a vote and indicate the result.

**Unclassified Motion**

These refer to motions that have previously appeared on the order of business but need to be considered again.

**CASE 1** - "Mr. Chairman, I move that we reconsider the motion previously decided upon that. . . . . " This is used when the group wishes to reconsider a motion so members may vote worth more knowledge of the subject, or in light of new information. It requires a seconder and may be discussed, and a majority vote carries the motion to reconsider. Then the original motion is debated and a vote is taken on it. A motion to reconsider must be made on the same day that the original vote is taken. A motion to reconsider can be made only by a member who voted on the prevailing side. e.g. If the motion was adopted, someone who voted "aye" can move to reconsider. If the motion was defeated, then someone who voted "no" may move to reconsider.

**CASE 2** - "Mr. Chairman, I move that we rescind the motion previously passed that. . . . . " This motion may cancel or repeal a recorded decision that the group has found impossible or impractical to carry out; providing the motion has not yet been carried out. It can be made regardless of the time that has elapsed. It requires a seconder, may be discussed, and requires a two-thirds majority to carry the motion.

**CASE 3** - "Mr. Chairman, I move that we take from the table the motion that. . . . . " This is used to take a motion previously tabled, and have it placed on the agenda again for reconsideration.
<table>
<thead>
<tr>
<th>MOTION</th>
<th>SECONDER</th>
<th>DISCUSSION</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>question of privilege</td>
<td>NO</td>
<td>NO</td>
<td>chair decides</td>
</tr>
<tr>
<td>motion of adjourn</td>
<td>YES</td>
<td>NO</td>
<td>majority</td>
</tr>
<tr>
<td>point of order</td>
<td>NO</td>
<td>NO</td>
<td>chair decides</td>
</tr>
<tr>
<td>motion of recess</td>
<td>YES</td>
<td>only as to length</td>
<td>majority</td>
</tr>
<tr>
<td>motion for a vote</td>
<td>YES</td>
<td>NO</td>
<td>2/3</td>
</tr>
<tr>
<td>motion to form a special committee</td>
<td>YES</td>
<td>YES</td>
<td>majority</td>
</tr>
<tr>
<td>to table a motion</td>
<td>YES</td>
<td>NO</td>
<td>majority</td>
</tr>
<tr>
<td>to withdraw a motion</td>
<td>NO</td>
<td>NO</td>
<td>majority</td>
</tr>
<tr>
<td>to close nominations</td>
<td>YES</td>
<td>NO</td>
<td>2/3</td>
</tr>
<tr>
<td>to appeal chair ruling</td>
<td>YES</td>
<td>YES</td>
<td>majority</td>
</tr>
<tr>
<td>to reconsider previous motion</td>
<td>YES</td>
<td>YES</td>
<td>majority</td>
</tr>
<tr>
<td>to rescind previous motion</td>
<td>YES</td>
<td>YES</td>
<td>2/3</td>
</tr>
<tr>
<td>to take a motion from the table</td>
<td>YES</td>
<td>NO</td>
<td>majority</td>
</tr>
</tbody>
</table>

**Voting**

To determine the opinion or the group on a motion, it is necessary to have each member indicate whether he is in favour of, or opposed to the question under discussion. There are many accepted methods of voting in meetings.

**Closed Ballot:** This method is used when an individual's opinions should remain secret. It may be requested, by any member, through a motion properly passed. Each member marks his decision on a piece of paper or "ballot". Ballots are then passed to the scrutineer and counted. The results are announced by the chairman and recorded into the minutes (except in the case of the election of officers).
Role Call Vote: This method is considered wise for controversial issues. The secretary reads the name of each eligible member. The member replies in accordance with his opinion; "yes" or "no", or "for" or "against". The secretary tabulates the votes and the chairman announces the results, which are recorded in the minutes.

Standing Vote: This is used for large gatherings or when there is doubt to the number of votes. All those in favour of the question will stand. The secretary will count the results, then ask someone to check them. The chairman immediately asks all of those opposed to stand and a second count will be taken. The results are recorded in the minutes.

Show of Hands: This is the most common method of voting in community organizations. The chairman will ask, "All those in favour raise your hands." If there is an obvious majority, for or against, the chairman will announce the motion as carried or defeated. An actual count is not taken. If there is any doubt the chairman will ask for a standing vote.

The Unanimous Vote: This is used when an organization wishes to record unanimous approval of some item. When the result is obvious the chairman says, "The secretary will please cast a unanimous ballot in favour of the motion."

"Vica Voce" Voice Vote: This motion is used in the majority of business. The chair says, "Those in favour, say aye. Those opposed, say no. The ayes have it, the motion carries, you have voted it to. . . ."

General Consent: This is used when it is obvious there is no opposition. The chairman say, 'If there are no objections, (pause), we will. . . ." If even one objection is made, a vote must be taken.

The chairman votes only to break a tie, (or as stated in your organizations by-laws). It is customary to consider as defeating the motion. Therefore, the chairman's vote is usually cast against the motion. The reason for this is at least half of the group is against the proposal.

If the tie is a result of a secret ballot, then the chairman does not vote to break a tie, but declares the motion defeated.
PAPERS
AND
PRESENTATIONS
PAPERS AND PRESENTATIONS

Papers and presentations comprise a large part of the meeting's business. Unless your business is based upon carefully prepared submissions, it will wander; its activities will be frustrating and the eventual outcome, if any, will lack substance and conviction.

There are three principal kinds of presentations backed by their particular papers.

1. A Working Paper is a submission made at the groups request as part of the working process to help develop policy and recommendations. The working paper presents reasons and alternatives for action.

2. The Report is an account of the work completed or in hand. The report informs.

3. A Brief is a special plea, made to a group by a person or persons, for action within the group's term of reference. The brief persuades.

The question that should be in mind of the author of any submission is, "What is the purpose of this presentation?"

Submission may take a variety of forms, but they must be disciplined.

Anything but the simplest report or preliminary discussion should be accompanied by a prepared paper. This should be in the hands of the group ahead of time. The meeting agenda should indicate the whether the paper is attached or has been distributed. If the paper is given out at the meeting, decisions arising from it should be deferred until the members have opportunity to study it. The author may make a presentation and a preliminary discussion will be valuable, but a fine; decision should be deferred. Should the "item" be deferred it must be done by a motion.

The person who presents the paper should do so with notes. He should not have the paper itself within reading distance, or he will be tempted to read it aloud. He should assume the paper has been read, however hastily by the group. His presentation should draw out the most significant aspects. Before beginning his presentation, he should remind the members of the reasons for it.

Generally, paper presentations are work of an appointed or elected person, or a volunteer. More involved work is generally done by a group of people. If the people outside the organization are contributing, they may be named as advisors or consultants. It may be difficult to decide when to bring in an outside consultant, but there are some guidelines that can be followed;

- Selection from within the group is appropriate if the subject of the work is within their technical expertise. If not, some professional help may be will required.
- Expertise should be drawn from within the organization whenever the possible and practical.

- Using a consultant should be considered if:
  1. a special task lies outside the competence, or availability of the organization;
  2. the use of consultants improves the chance of eventual action and success; or
  3. the presentation involves a sensitive decision that must be unbiased. (It is often difficult for those directly concerned to look at the situation objectively.)

In any event, a member of the organization should be named as the person responsible for bringing in the report, working paper, or brief, no matter what other outside sources involved.
ACTION
**ACTION**

Always be guided by what comes out of your meeting. Make sure everyone is involved understands what has been decided and what your group plans to do. Before closing the meeting, try and set a date (even if approximate) for a follow-up, that is, if regular meetings aren't held. Follow-up makes the difference between actions and more hot air. If the people volunteer or are assigned to do things, check and see they are doing what they said they would do.

To involve your members, in the meetings, spread the workload out among different people so that you get a variety of resources and knowledge. Everyone that attends a meeting should be encouraged to participate in some capacity. Give jobs to members. Such assignments will help stimulate interest and enthusiasm. And interested and enthusiastic members are essential to the success of your organizations work.

Too many meetings fail right from the start to achieve any real purpose or bring about decisions or action. A successful meeting may be described as one which brings people together to make decisions which will assist an organization in reaching it's goals and objectives.

Nothing is ever accomplished at a meeting. All accomplishments come following it. Before closing, all participants at the meeting should be clear as to the decisions and commitments to action that were made. Minutes must be prepared, reports submitted and what has been decided upon must be done.