RULES USED TO RUN OUR BOARD MEETINGS

December 2003
Acknowledgements

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RULES USED TO RUN OUR BOARD MEETINGS

• A lot of “business” happens at meetings.

• Many groups have rules to help people share their ideas, make decisions, and run meetings smoothly.

• Some groups use Robert’s Rules of Order.
ROBERT’S RULES OF ORDER

• Lists lots of ways that people talk to each other in groups.

• Provides ways for the group to run smoothly.
  ✓ Motions to make decisions
  ✓ Vote
  ✓ Take breaks
  ✓ End the meeting

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ROBERT’S RULES OF ORDER

• It is sometimes hard to remember what to say with Robert’s Rules of Order because it uses words we don’t always use.

• These rules can be changed by groups to meet their needs.
• **Chair**: The board member elected to run meetings. They can cancel or call a meeting. They appoint committees. Questions should be addressed to the Chair.

• **Minutes**: Written notes of past meetings. These can be read aloud at the next meeting.

• **Announcements**: Sharing information of general interest to all board members.

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• Old Business: Things that have been discussed before and need to be talked about again.

• New Business: Ideas and issues that are new and need to be discussed by the board.
ROBERT'S RULES CHEAT SHEET

- **Quorum:** The number of board members needed to be present at a meeting to hold a vote.

- **Proxy:** If you can’t be at a meeting but you know how you want to vote. Someone can bring your vote to the meeting.

- **Adjournment:** Closing or ending the meeting.

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HOW TO VOTE

• When you have something you want the board to vote on you need to make a motion.

• The person making the motion should say "I make a motion that..." and then says what people should vote for.

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HOW TO VOTE

• Someone else has to agree with the motion.

• This person should say: “I second the motion.”
THE MOTION HAS BEEN MADE AND SECONDED, NOW WHAT?

• The Chair should ask, “Any discussion?”

• The group talks about the good parts and the bad parts of the issue before voting. This is the time to ask questions.

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HOW DOES SOMEONE STOP THE TALKING?

• Sometimes a person may think there has been enough talking and it is time to vote.

• If someone calls for a vote, there can be no more talking and there must be a vote.

• The person should say “I call for a vote....”

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WHAT IS ANOTHER WAY FOR A MEMBER TO HELP THE GROUP CONDUCT BUSINESS?

• Sometimes you may decide to talk about an issue later, at the next meeting.

• You can ask the group to do this by saying, "I move that we table this issue...."

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A REVIEW ON HOW TO VOTE

• “I make a motion…”

• “I second the motion.”

• Chair asks for, “Any discussion?”

• “I call for a vote.”

• “I move that we table this issue.”

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THINGS TO REMEMBER

• Relax

• Arrive on time

• Respect others
  watch your attitude

• Stay on schedule
  follow the agenda

• Have fun

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THINGS TO REMEMBER

• Teamwork! (don’t do things alone)

• Courage

• Information get it ....... share it

• Everyone counts

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THINGS TO REMEMBER

- Try to stay in the meeting until break time or the meeting is over

- Be creative

- Be flexible

- It doesn’t have to be “US vs. THEM”

Work on issues together

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WHAT TO DO WHEN OTHERS ARE TALKING?

• Listen to what others are saying

• Stop and ask a question if you don’t understand

• Don’t interrupt the speaker

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WHAT TO DO WHEN OTHERS ARE TALKING?

- Raise your hand and wait to be called on
- Respect others opinions
- Listen and consider others suggestions

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WHAT TO DO WHEN YOU ARE SPEAKING?

• Be clear about what you want to say.

• Be sincere, talk from the heart.

• List the points you are making.

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WHEN YOU ARE SPEAKING?

• Include everyone. Speak to the whole group not just one person.

• Offer suggestions about how the group can reach a decision.

• Take only as much time as needed.

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WHAT ELSE COULD WE DO TO RUN MEETINGS SMOOTHLY?

• Set times on our agenda for each issue

• Set a timer at the beginning of each issue to remind us of how the time is passing

• Have regular breaks

• Read or listen to the minutes and committee reports from the last meeting

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