



Meeting Agenda

1. Call the meeting to order
2. Circulate attendance sheet
3. Reports

(I recommend asking at least secretary and treasurer to e-mail minutes/reports to members ahead of time. Then entertain a motion either for approval as written or approval as amended or corrected.)

- a. Approval of minutes of the last meeting
 - b. Approval of Treasurer's report
 - c. Committee chair reports
 - i. Service
 - ii. Social
4. Old Business (continuation from previous meeting of discussion of items not already covered in reports) (if any) It is a good idea to list topics under old and new business and the last one under new business may be "open agenda" or "other items from the floor" so you leave it open to topics member wish to bring up.
5. New Business (any new topics to be discussed by the membership)
6. Set (or announce; hopefully you've thought about this ahead) date for next meeting
7. Entertain a motion to adjourn

BASICS of conducting a meeting

Send out the agenda ahead of the meeting. Remind members of the time, date, and place of the meeting. You may choose to highlight important agenda items to encourage attendance. It is a good idea to send out the minutes of the previous meeting and the treasurer's report ahead of the meeting, perhaps with the agenda, as well, so members are ready to approve or correct or add to them.

Any decisions being made by the general membership should be put to a vote unless the membership has come to an agreement/reached a consensus. ALL decisions should be recorded in the minutes. Once a decision is made, it cannot be changed unless another vote is taken, either to amend the previous decision or to rescind it. (There are rules about who can move to rescind, but I don't think we need to be that technical.)

To make a motion, one member makes a proposal in the form of a motion. A motion must be seconded by a second individual before it can be discussed. If no one will second, the motion dies and is not discussed or voted upon. Once a motion is seconded, the chair then calls on those wishing to discuss. The proper way to make a motion is to say, "Madam President, I move that . . ." (NOT "I motion . . .") For example, "Madam President, I move that the Wartburg Chapter of Phi Eta Sigma adopt the point system described by the Vice President in order to track active membership for the purpose of awarding honor cords at graduation."

Following discussion, the chair may say, "seeing no further discussion, we will now vote on the motion to [repeat motion here]." For example, "seeing no further discussion, we will now vote on the motion to adopt the point system as we have discussed." Make it clear what a "yes" vote is voting for!

Or if discussion seems to be getting repetitive, any member may "call the question." That means they are asking to vote now. If others are not ready to stop discussing, someone can "move the previous question." Once the motion to "call the previous question" is seconded, discussion MUST stop immediately and a vote is taken on whether to stop discussing and vote. If that vote carries, you must vote on the original motion with no further discussion. If it fails, you can continue discussion.

When ready to vote, votes can be done by voice, show of hands, or secret ballot. For a voice vote, the chair says, "All those in favor, say 'aye'; [pause for vote]. All opposed say, 'nay'. [pause for 'nays.']. Then the chair rules: "The ayes have it. The motion is carried." Or "the nays have it. The motion fails." Then you move on to the next topic and repeat the process. You may discuss without a motion on the floor if that is the common agreement of the group. But once a motion is made and seconded, all discussion must be on the topic of that motion. Any other discussion is out of order.

If there is a dispute on a voice vote, someone may call for a "division of the house," i.e., ask for a count of votes by show of hands or ballot. Once votes are counted, the chair announces the result. "The motion carried." Or "the motion failed."

-Compiled by Vicki Edelnant, Wartburg College Pathways, for Phi Eta Sigma