

## **A Guide to Conducting a Meeting**

- Prepare a meeting outline and agenda.
- Start the meeting on time. A quorum is necessary to conduct business. If no quorum is present, the meeting can still be conducted however, the business will need to be held over until later when a quorum is present. Without a quorum, no business can be conducted.
- The president will call the meeting to order; secretary will note time, date, and location in the meeting minutes.
- The secretary will call the roll and note those attending, those absent, and those excused. President will ask the secretary to read the minutes of the last meeting, if requested by those present.
- The president will ask if there are any corrections or additions to the minutes.
- The president will ask for a motion that the minutes be accepted; motion will be seconded; and the president will ask for those in favor and those opposed.
- If majority is in favor, the minutes will stand approved as written or corrected.
- The president will ask if there is any correspondence. If so, correspondence is read by the secretary and, if necessary, discussed later in the meeting (under new business).
- The president will ask for reports from officers and board members. If a matter may be dealt with quickly, it can be taken care of at this time; however, if it requires a discussion, it should be moved to new business.
- The president will ask the treasurer to give a financial report. Are there any questions about the report? If not, the report will be filed.
- The president will ask for committee reports, if applicable. Are there any questions? Committee reports are handled like those from officers and board members.
- The president will ask for any old (unfinished) business. An issue can be raised, discussed, and voted upon at this time. A motion can be made and seconded; ask if there is any discussion on that motion, then the motion can either be amended or voted upon as is. If amended, an amended motion must be presented and seconded; ask for any discussion. If there are no further changes, then state: “It has been moved and seconded that .....”; then vote upon the motion.

- Issues that cannot be resolved and may need additional information, can be tabled by motion and vote and no further discussion or action may be taken until it is voted on to remove it from the table. Please note that a tabled motion can be taken from the table, discussed, and voted on at any time before the meeting is adjourned, or at any future meeting when business is in order.
- The president will then declare, “New business is now in order.” Is there any new business to address? An issue may be brought up, discussed, and voted upon at this time. A motion may be made and seconded; then ask if there is any discussion on that motion; the motion can either be amended or voted upon as is. If amended, an amended motion must be presented and seconded; ask for any discussion. If there are no further changes, then state: “It has been moved and seconded that .....;” then vote upon the motion. Matters can also be tabled for further study.
- The president will ask if there are any announcements. Time, date, and location of next meeting are announced.
- The president will state, “If there is no further business, the meeting is now adjourned.” Secretary will record the time of adjournment.
- Minutes should be processed in a timely manner by the secretary and a copy of the minutes should be mailed or hand-delivered to all board members. Secretary should maintain a binder with all original minutes included.