Chairmanship

MEETING PROCEDURE

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What is Parliamentary/ Meeting Procedure

- The conduct of a meeting using a set of rules or guidelines
- In NZ, Australia, UK we use the Westminster Principles, established about 400yrs ago.
- Reference used is Renton’s Rules

The Principles of Meeting Procedure

- Justice and courtesy to all
- The majority rules
- The minority have a right to be heard
- The right of free and fair debate
- The votes of all voting members counted equally
- Do only one item of business at a time
- The purpose of these principles is to facilitate the transaction of the business with harmony
Organising a Meeting and Planning the Programme

- Publish meeting dates in advance
- Notification/reminders by secretary
- Have a venue, time and any resources needed eg OHP
- Set up meeting room based on number coming, type of meeting
- Have an agenda
- Use rules of meeting procedure
- Meeting begins and ends on time
- Positive leadership
- Preparation --- all of above plus reports, speakers etc
- Recognise accomplishments
- Commitment and enthusiasm
Sample Agenda

7.30pm: Call meeting to order and welcome by chairman

- Welcome guests

- Apologies  move/second/ carried

- Confirmation of quorum

- Confirmation of agenda  eg extra items general business

- Minutes of previous meeting
  That the minutes as circulated/read be accepted move/second

- Matters arising

- Correspondence
  That the inwards correspondence be received /outwards endorse

- Matters arising

- Motions on Notice *

- Reports  various officers etc also move to adopt

- Financial statement and A/Cs for payment
  That the financial report be accepted and A/cs be passed for payment

- Notice of Motions*

- General business  * not always used
Definitions of Basic Terms used in Meeting Procedure

- **QUORUM**: is the smallest number of members who must be present to constitute a valid meeting. It may be laid down in a constitution, if not Common Law applies and a majority of members automatically applies ie more than half.

- **AGENDA**: is a list of the items of business before a meeting and the order of them.

- **MOTION**: is a proposed resolution before it has been adopted.

- **RESOLUTION**: is the formal determination of a motion by an organised meeting.

- **PROCEDURAL MOTION**: is a motion dealing with the conduct of the meeting eg “That the motion be now put”.

- **SUBSTANTIVE MOTION**: orders something to be done, or authorising some past or proposed action eg “That the treasurer purchase 12 wine glasses”.

- **AMENDMENT**: is an alteration or proposed alteration to the terms of a motion, designed to improve the motion without contradicting it.
CHAIRMANSHIP

Role of the Chairman:

- To pilot, steer, lead the meeting
- To understand the rules of meeting procedure
- To be courteous, tactful, genial, self-controlled, fair
- To think quickly but do only one thing at a time

A successful Chairman:-

- Plans: notifies, previous minutes, date, time, venue
- Agenda: timing, how many items, what business
- Prepares: know what you require and wish to achieve
  Reports organised
  What business is likely to come up
  Know how to cope
  Know your rights and those of others
- Obligations: to run a successful meeting
  Look the part --dress--- language
  Look confident
  Prepare/ plan

- Remember: the chairman is the person who occupies the chair of authority and can be male or female.
MOTIONS

DEFINITION: A motion is a formal proposal put to a meeting.
A motion once carried is called a resolution.

A MOTION MUST: Commence with THAT
   Be specific and unambiguous
   Not be worded in the first person
   Be in one sentence but may be divided into parts
   May incorporate an opening explanation
   May be in the negative
   Not attempt to revive a rejected motion
   Be moved and seconded
   May be altered by leave or amended
   May be rescinded
   SHOULD be in writing

Remember the mover speaks to it, the seconder may, the mover has the right of reply.

AMENDMENTS

DEFINITION: is an alteration or proposed alteration to the terms of the motion designed to improve it without contradicting it.

AMENDMENTS MUST: Commence with “THAT”
   Be specific and unambiguous
   Be relevant to the motion
   Be within the scope of notice of meeting
   Not contradict the motion
   Not attempt to revive a rejected amendment
   Be properly proposed and seconded
   Can only be moved after original motion seconded
   Not be amended
   May be withdrawn by leave
   SHOULD be submitted in writing

Remember the mover of amendment speaks to it as can the seconder BUT the mover has no right of reply.
The mover and seconder of the original motion cannot move an amendment but can speak to it.
POINTS OF ORDER

DEFINITION: A Point of Order is taken when a person officially draws the attention of the chairman of the meeting to an alleged irregularity in the proceedings.

The alleged irregularity can be:
1. Involve facts eg there is not a quorum
2. Involve opinions eg a speaker's remarks are irrelevant
3. Or a mixture eg that a motion is outside the scope of the meeting
4. Breaches of the Constitution or standing orders

Non Valid Points of Order are:
1. Contradictions
2. Personal explanations and opinions

How to raise a Point of Order:
Stand and say --- Point of Order
State the incident and reasons for the objection
A Point of Order does interrupt the speaker

Handling a Point of Order:
1. Takes precedent over all other business
2. Is open to discussion
3. A speaker can speak only once
4. The chairman makes a ruling
5. Points of Order are noted in the minutes

Dissent from the Chairman’s ruling:
Any person disagreeing with the Chairman’s ruling may move: That the Chairman’s ruling be dissented from
No seconder needed
No discussion
Chairman may temporarily vacate the chair for this motion
The question is put in the positive: That the Chairman’s ruling be upheld
Is noted in the minutes

Remember this is NOT a vote of “no confidence” in the chairman but to correct a bona fide mistake on the chairman’s part.