

# Chairmanship



## MEETING PROCEDURE

Joan Hook - May 2004

# **TABLE of CONTENTS**

1. Meeting Procedure and Principles

2. Organise a Meeting and Planning

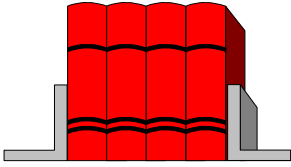
3. Sample Agenda

4. Definitions of Basic Terms

5. Chairmanship

6. Motions

7. Points of Order



## **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

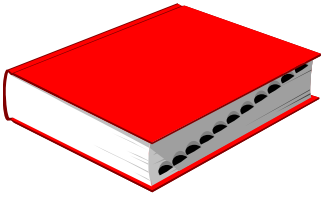


## **Organising a Meeting and Planning the Programme**

- 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

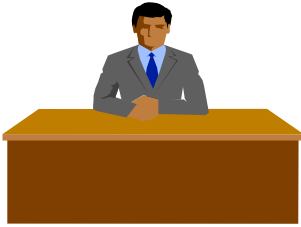






## Definitions of Basic Terms used in Meeting Procedure

- **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.

## AMMENDMENTS

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

**AMMENDMENTS 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 ammendment  
Be properly proposed and seconded  
Can only be moved after original motion seconded  
Not be ammended  
May be withdrawn by leave  
SHOULD be submitted in writing

Remember the mover of ammendment 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 ammendment 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 speakers 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.**