



# How to Chair a Meeting

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# Robert's Rules of Order

Set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion

The rules help maintain order and guarantee impartiality

Robert's Rules put you in greater control and allow you to consider all points of view

# Quorum

The number of members that **MUST** be present in order to legally proceed with the body business

## Chapters

- Majority of the Chapter's Executive Board Members

## District Councils

- Majority of the Executive Board plus 35% of the active Chapters within the Council

## Assemblies

- Majority of the Executive Board plus three (3) other delegates representing at least two separate Chapters of the Assembly.



To remain in Active Status, a subordinate body must have at least one general body or executive board meeting within two (2) consecutive quarters where a quorum is present

# Roles



# Role of the President (Chair)

- Calling the meeting to order on time
- Prepare and follow the agenda
- Determining the presence of a quorum
- Recognizing members who want to speak
- Processing all motions
- Expediting business
- Ruling on points of order
- Conducting the meeting in a fair and equitable manner

# Role of the Vice President

- Preside over meeting in President's absence
- Assist the President when called upon to do so

# Role of the Secretary

- Maintain meeting documents
- Take meeting minutes
- Sign the minutes
- Bring relevant information to each meeting
- Send meeting notifications:
  - Chapter Secretaries
    - Notify the assigned Staff Representative and State Board of Directors Members, in writing, at least 10 days in advance of each Chapter's meeting
  - District Council and Assembly Secretaries
    - Notify the Secretary-Treasurer of the Union, in writing, at least 10 days in advance of each District Council's or Assembly's meeting

# Role of the Treasurer

- Keep accurate account of all financial transactions of the subordinate body.
- Report all financial transactions at each regular meeting
- Pay out monies only after the subordinate body or executive board has authorized payment
- Sign the financial reports



# Member's Rights

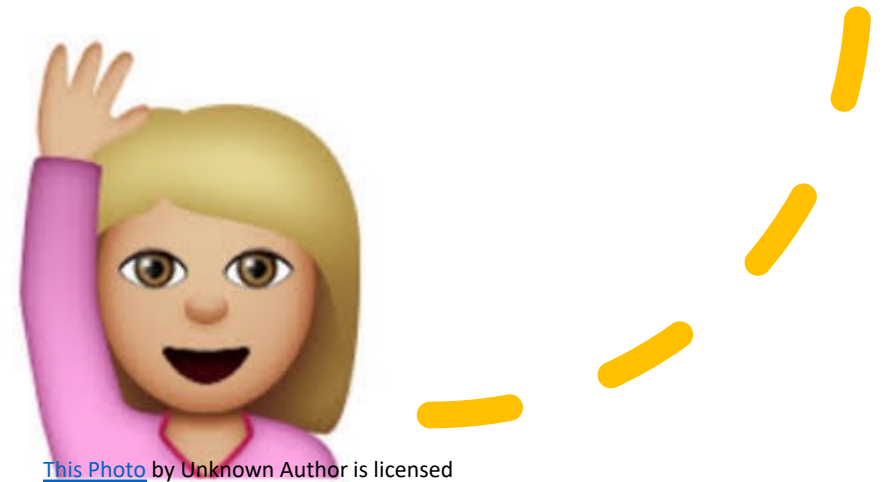
- Receive meeting notifications and attend all meetings
- Make motions / second motions / debate motions
- Contribute to the discussion about the agenda after requesting permission from the Chair
- Vote

# Motions and Voting



# What is a Motion?

A motion is made to introduce items to the membership for their consideration and to make a recommendation to act upon it



# The Right to Make a Motion

Items of business are considered one at a time

For the motion to proceed, it must be directly related to the issue being considered

Frivolous, vague, incoherent and repetitive motions are out of order and are not moved forward

The person making the motion has the right to first speak about the motion.

# Making & Handling Motions According to Robert's Rules

Steps	What to say
1. The member rises and addresses the Chair	"Madam President" or "Mr. President"
2. The Chair recognizes the member.	"The chair recognizes..."
3. The member makes a motion.	"I make a motion to..." or "I move to..."
4. Another member seconds the motion.	"Second"
5. The Chair states the motion.	"There is a motion on the floor, and it has been properly seconded that. . . Is there any discussion?"
6. Members discuss the motion by rising, addressing the presiding officer, and being assigned the floor	"The chair recognizes..."
7. The Chair takes a vote.	"All those in favor say 'Aye.' Those opposed say 'No'."
8. The Chair announces the result of the vote.	"The 'ayes' have it, and the motion carries, and (restate what will happen)"

# Motions and Procedures

Some motions have an order of precedence, where a new motion can be introduced if it is higher on the chart.

Purpose	You Say	Can Interrupt	Requires a Second	Debatable	Can be Amended	Vote Required
Close the meeting	I move to adjourn	No	Yes	No	No	Majority
Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
Lay the motion aside temporarily	I move to table the motion	No	Yes	No	No	Majority
End debate	I call the question; OR I move to end debate	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to a committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify the wording of the motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Postpone the decision indefinitely	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority

# Chairing a Meeting



# Schedule Meeting

- To remain in Active Status, hold at least one regular meeting and one Executive Board meeting per quarter.



# Agenda

- Helps everyone prepare for the meeting
- Helps keep meeting on track



## Sample Chapter Meeting Agenda August 30, 2022

1. Roll Call
2. Secretary Report
3. Treasurer Report
4. President Report
5. Vice President Report
6. OCSEA State Board Member Report
7. OCSEA Staff Rep Report
8. Committee Reports
9. Old Business
10. New Business
11. Good of the Union
12. Adjourn

# Call Meeting to Order

- Start meeting on time
  - Chair says: “I call this meeting to order.”  
Wait for quiet, and then begin the meeting.

# Roll Call

- The Chair says: “Secretary will call the Roll.”
  - The Secretary then calls the roll in a loud, clear voice, with pauses for response

# Approval of Minutes

- The Chair says: “The Secretary will read minutes of the last meeting.” or “copies of the minutes have been distributed for your review.”
- After the minutes have been read or reviewed, the Chair asks: “Are there any additions or corrections to the minutes?”
- Secretary says, “I make a motion to approve the minutes.”
- Another member seconds the motion.
- Chair says, “There is a motion on the floor to approve the minutes. It has been properly seconded. Is there any discussion? All in favor say Aye. All oppose say Nay”.
- Chair announces if the motion passed or failed

## Reading of Correspondence

- Chair says, “The Recording Secretary will now read the correspondence.”
- Recording Secretary should then read any important correspondence, summarizing the content when appropriate
- Any letter requiring action by the membership should be discussed by the Executive Board prior to the membership meeting.
  - At the membership meeting, the letter should be read along with the recommendations of the board. A motion should be made to adopt the board’s recommended action. That motion should then be discussed and voted on by the members
- Routine letters should not be taken up at the membership meeting

# Approval of Treasurer Report

- A copy of the treasurer report should be copied and passed out at the meeting.
- The Chair says: “The Treasurer report has been distributed for your review.”
- After the report has been reviewed, the Chair asks: “Are there any questions?”
- Treasurer says, “I make a motion to receive, accept, and file the Treasurer’s report.”
- Another member seconds the motion.
- Chair Says, “There is a motion on the floor to receive, accept, and file the Treasurer’s report. It has been properly seconded. Is there any discussion? All in favor say Aye. All oppose say Nay.”
- Chair announces if the motion passed or failed

# President's Report

- Report might include topics such as:
  - Problems facing the subordinate body
  - Updates on issues affecting the members
  - Summary of topics discussed at the latest Executive Board meeting
  - Actions the Executive Board recommends the subordinate body take
- If the President's Report contains any actions recommended by the Executive Board, a motion should be made to adopt the board's recommended action. That motion is then discussed and voted on by the members. To initiate discussion, the Chair may say something like: "Does the Chair hear a motion to accept the Executive Board's recommendation?"

# Staff Rep and State Board Member Reports

- May include the latest information on political and legislative issues, organizing campaigns, important grievances, council activities, an update on contract negotiations, or any other information of current interest to the membership.



# Committee Reports

- Before the membership meeting, the President should talk with each committee chairperson and go over his/her Committee Report.
- Reports from any given committee should be made only when there is something worthwhile to report.
- To introduce these reports, the Chair would say: “We will now hear a report from the \_\_\_\_\_ Committee.”
- If a committee report contains specific recommendations, which call for membership action, then after the report is given the Chair would say: “You have heard the report of the \_\_\_\_\_ Committee, with the recommendation that the membership authorize \_\_\_\_\_. Does the Chair hear a motion to adopt the \_\_\_\_\_ Committee’s recommendation?”

# Old Business

- Includes any items that require membership action that are left over, or postponed, from a previous meeting.
- The Chair would say something like: “We have some old, unfinished business to take care of.”
- The Chair can then review the topic. This may be followed by a motion dealing with the specific item of unfinished business

# New Business

- Includes items raised at this meeting, which were not necessarily included on the agenda, and which require membership action. This is the membership's chance to raise issues that are not included on the agenda.
- To open this part of the meeting, the Chair would say: “Is there any new business?”
- For the group to make a decision on any new business brought up at a meeting, remember what is required: a motion, a second, a chance for discussion and a vote.

# Good and Welfare

- This part of the meeting can be used to discuss such things as sending cards or flowers to hospitalized members, soliciting donations for community food banks, announcing happy events like marriages and births, etc. It may also be used for some planned activity, such as a visiting speaker or training.
- The Chair asks: “Is there any Good and Welfare?”

# Adjournment

- When the business of the meeting is finished, and if no one has made a motion to adjourn, the Chair should ask for one by saying: “Do I hear a motion to adjourn?”
- A motion to adjourn must be seconded, and is then voted on without debate.

# Additional Notes for the Chairperson

- The Chair should make sure that all reports given at the meeting are brief and to the point. This will help keep the whole meeting short. People are more likely to attend meetings that are run efficiently and end on time!
- When a motion is made it must be seconded. The Chair should then state the motion and call for discussion: “It has been moved and seconded that ... Is there any discussion?”
- Sometimes an amendment to the motion on the floor may be offered. An amendment must be seconded and then discussed. The Chair should say: “An amendment has been made and seconded that ... Is there any discussion on the amendment?” A vote is first taken on the amendment. After the amendment is decided on, the discussion returns to the main motion (as amended if the amendment was passed). A vote is then taken on the main motion.

## Additional Notes for the Chairperson

- During a discussion of a motion or amendment, make sure that each member speaks only once until all other members have had an opportunity to speak.
- If members begin responding to and addressing remarks to each other, remind the group that all comments should be addressed to the Chair. The discussion and debate is for the group as a whole to participate in. It is not an argument between a couple of members.
- A member may raise a “Point of Information.” For instance, he or she might state: “**Point of Information. I don’t understand the intent of this motion.**” The Chair should then clarify the intent of the motion or provide the information being requested. You may have to remind the member that a point of information is a question, not a statement.

## Additional Notes for the Chairperson

- Sometimes a member may rise on a “Point of Order,” saying something like: “Point of Order. This discussion does not pertain to the motion on the floor.” The Chair should make a ruling and say something like: “Your point is well taken and I direct the member speaking to address the motion on the floor.”
- There are times when discussion on a topic begins but no motion has been made. In this instance, the Chair may call for a motion by saying, “Does the Chair hear a motion to ...?” Of course, this motion must be seconded and the Chair should re-state the motion before asking if there is discussion.



An AFSCME Guide

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a meeting



# For More Information

- <https://www.afscme.org/about/governance/document/How-to-Chair-a-Local-Meeting.pdf>

