

# ***Board of Directors: In General***

*Little things to remember about meeting protocol*

Remember: Officers are always referred to by TITLE, not NAME.

## **MEETING CHAIR/PRESIDING OFFICER**

- Cannot enter into discussion on a motion.
- Runs the meeting.
- Limits remarks to the subject at hand.
- Repeats all motions before discussion and finalizes for the vote.

## **SECRETARY**

- Remember: Minutes should reflect what was DONE, not what was SAID.
- Reads correspondence. If action is needed, refer the matter to the proper committee.

## **TREASURER**

- Remember: Treasurer's reports are RECEIVED, not accepted or approved. Audits are ACCEPTED OR APPROVED.

## **COMMITTEES**

- Remember: Reports are RECEIVED.
- If the committee recommends action, the chair of the committee moves to implement the recommendation. No second is necessary.
- Permanent committees act as a filter to research projects.

## **BOARD OF DIRECTORS**

- Manages the organization of the club.
- Reviews projects after the committee has compiled all the information.
- Presents projects to the club through the board's secretary.

# *Communication with a Speaker Before and After the Meeting*

## **BEFORE THE MEETING:**

- Discuss with the speaker the time length of the presentation.
- Inform the speaker about room arrangements: head table, speaker's stand, microphone, lighting, etc.
- Determine any media support the speaker might need: overhead transparency, video player, easels, etc.
- Determine whether the speaker has handouts to be distributed to the audience.

## **INTRODUCING THE SPEAKER:**

*It's a good idea to decide in advance who will introduce and who will thank the speaker. This should be noted on the agenda.*

1. Greet the audience.
2. State the purpose of the guest's visit.
3. State the guest's qualifications
  - Education
  - Positions held
  - Travel
  - Special accomplishments or awards
4. With the speaker's permission, announce the topic of the guest's speech.
5. Save the guest's name for a final fanfare before he or she begins.

## **AFTER THE MEETING:**

- Thank the speaker and offer assistance for any distribution of material.
- Write a follow-up letter to express the Club's appreciation.

# *Program Checklist for Speakers and Attendees*

## **Written Communications to Speakers and Attendees**

- Date, day, time, location, address, and telephone number of program and location.
- Agenda and time schedule
- Guest's room arrangements, cut-off date for reservations (if a rooming list is not provided)
- Relevant travel information
- Reimbursement policies of your Club (and an expense form, if appropriate)
- Pre- or on-site attendance list

## **Written Communications to Speakers Only**

- Background information on your Club and the theme of your program
- Background information on your meeting environment, including the size of the audience and meeting room, set-ups, and head table
- How handouts are to be handled
- Audiovisual requirements
- Welcome gift
- Special courtesies such as airport greetings and VIP check-ins

## **Program and Support**

- Evaluation form of program, speakers, and meeting site
- Arrangements for reproducing handouts before the program and on-site
- Arrangements for audiovisual needs and an emergency backup plan

# Meeting Room Checklist

Photocopy this form and check off the requirements for each function.

Name of function \_\_\_\_\_

Day and date \_\_\_\_\_ Time \_\_\_\_\_

Meeting room location \_\_\_\_\_

## SETUP

Type of seating preferred

Head table

Podiums

Platforms

Chairs in addition to setup \_\_\_\_\_

Special equipment \_\_\_\_\_

Number of people expected

Tables with skirting

Linen color \_\_\_\_\_

Floral arrangements

Coat rack

Musicians and  
musical equipment

Upgraded meeting room amenities \_\_\_\_\_

Smoking/nonsmoking room requirements \_\_\_\_\_

## AUDIOVISUAL

Podium microphone

Overhead projector

Electronic pointer

Table microphones

Aisle microphones

Computer equipment (please specify) \_\_\_\_\_

Special A-V requirements (please specify) \_\_\_\_\_

Slide projector

Carousel trays

Remote control

Blackboard

Corkboard

Flip charts

Front screen projection

Rear screen projection

Monitors

## CATERING

Catering ordered

Catering not needed

Special requirements \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REGISTRATION

In back of meeting room

Outside meeting room

Skirted tables

Chairs

Wastebasket

House telephone

Special requirements \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## *Protocol in Seating*

The **presiding officer** is seated at the center of the head table. Should a podium occupy the center space, the presiding officer is seated to the right of the podium. If a podium is not used and an even number of people are seated at the head table, the presiding officer is seated to the left of center.

The **guest of honor** is seated to the right of the presiding officer.

The **program chairman** or **person who will introduce the speaker** is seated to the left of the presiding officer.

**Others at the head table** are seated according to their importance or rank alternately on each side of the table. **International Officers** rank above **District Officers**. **Local Club Officers** rank above **Club Committee Chairmen**, unless the Chairman is serving as Chairman for the program. A speaker who is not a member of the Club outranks District and International Officers; this is a courtesy due a guest.

**When introducing the head table**, begin at the extreme left or right and proceed to the center, then to the other side of the center. Introduce the honored speaker or guest last.

Ask the members to rise and remain standing when introduced until all the head table have been named. It is considered proper for the presiding officer to preface the introductions by asking the assembly to hold their applause until all have been introduced.

For ease in making introductions, be sure you have knowledge of the correct pronunciation of names. If you are using titles, be very sure you have them correct. (Ask the person!)

When time for the program, the presiding officer **PRESENTS** the Program Chairman (does not turn the meeting over to...), who then introduces the program participants.

# *Parliamentary Procedures*

The rules of parliamentary practice in *Robert's Rules of Order, Newly Revised*, govern the proceedings of Altrusa International and all Districts and Clubs within the boundaries of the United States, subject to any special rules that have been or may be adopted by International, the District, or the Club.

In her “Successful Clubs Have Effectives Meetings,” 1993-1995 International Parliamentarian Libby Stivers challenged Altrusans to become familiar with parliamentary procedure. She said, “Parliamentary procedure is the practice of applying common sense in conducting the business of organizations while maintaining the respect for all rights and the rights of others.” She went on to say:

The rules of your organization, i.e., bylaws, standing rules, and parliamentary authority, were intended to make your meetings run smoothly, effectively, and, of course, be full of accomplishments. By applying these rules, you ensure your right to speak, as well as preserve the rights of others in your group. Too many of us sit back and complain about what took place during a meeting, instead of exercising our right to make things happen the way we believe the majority would want. If you do not know your rights, i.e., how debate on an issue should be handled and which motions require a simple majority or a two-thirds majority, or how to use the tools of parliamentary procedure, or how to end a discussion to ensure both sides of an issue are being heard, you miss the opportunity to ensure your rights in an assembly are maintained.

A brief pocket guide, *Point of Order*, is available from Altrusa International to assist Clubs with the most frequently called-for parliamentary procedures. Similar guides are included in your local President's manual and in this workbook.

# *The Law of Motions*

In parliamentary law, motions are ranked, with some motions yielding to others. The order of rank is:

**1. Privileged Motions**

Refers to action of the entire assembly. Privileged motions take precedence over all pending questions, are not debatable, and a vote must be taken without discussion. Motions to recess and fix the time to which to adjourn are amendable.

**2. Subsidiary Motions**

Are ranking motions and refer to other motions, usually the main motion, with the purpose of altering, postponing, or temporarily disposing. Subsidiary motions help expedite business and must be seconded and voted upon.

**3. Main Motion**

Introduces a matter of business for consideration of the assembly.

**4. Incidental Motion**

Relates, with few exceptions, to the main question in such a way that it must be decided before business can proceed.

**5. Renewal Motion**

Used to return a motion to the floor.

The table on the following pages offers a brief overview of motions, their purpose, and their requirements. Note that motions continue to be ranked within both the Privileged Motions and Subsidiary Motions sections.

# *Table of Motions I*

MOTION	PURPOSE	IN ORDER WHEN ANOTHER SPEAKER HAS THE FLOOR	REQUIRES SPEAKER PERMISSION	REQUIRES A SECOND	DEBATABLE	AMENDABLE	VOTE REQUIRED
<b>PRIVILEGED</b>							
1. Fix the time to which to adjourn	Set time to continue meeting	No	No	Yes	No	Yes	Majority
2. Adjourn	End the meeting	No	No	Yes	No	No	Majority
3. Recess	Provide intermission time for rest, meals, etc.	No	No	Yes	No	Yes	Majority
4. Question of privilege	Obtain action immediately regarding personal privilege or privilege of the assembly	Yes	No	No	No	No	None
5. Call for the orders of the day	Demand that group conforms to agenda	Yes	No	No	No	No	None
<b>SUBSIDIARY</b>							
6. Table the motion	Delay for emergency only	No	No	Yes	No	No	Majority
7. Previous question	Stop debate and bring question to a vote	No	No	Yes	No	No	2/3
8. Limit/extend limits of debate	Regulate length of discussion	No	No	Yes	No	Yes	2/3
9. Postpone definitely	Delay action to a specific time	No	No	Yes	Yes	Yes	Majority
10. Refer to committee	Place question temporarily in the hands of the committee to investigate, recommend, or take action	No	No	Yes	Yes	Yes	Majority
11. Amend	Change or modify the motion	No	No	Yes	Yes	Yes	Majority
12. Postpone indefinitely	Kill motion without bringing it to a vote	No	No	Yes	Yes	No	Majority

## *Table of Motions II*

MOTION	PURPOSE	IN ORDER WHEN ANOTHER SPEAKER HAS THE FLOOR	REQUIRES SPEAKER PERMISSION	REQUIRES A SECOND	DEBATABLE	AMENDABLE	VOTE REQUIRED
<b>MAIN MOTION</b>							
	To introduce new business	No	No	Yes	Yes	Yes	Majority
<b>INCIDENTAL (<i>no priority of rank</i>)</b>							
Point of order	Enforce parliamentary laws	Yes	No	No	No	No	None
Appeal to the chair	Reverse the decision of the chair	Yes	Yes	Yes	Yes	No	Majority
Parliamentary inquiry		Yes	Yes	No	No	No	None
Point of information		Yes	Yes	No	No	No	None
Division of assembly	Verify accuracy of a vote	Yes	Yes	No	No	No	None
Close nominations		No	No	Yes	No	Yes	2/3
Reopen nominations		No	No	Yes	No	Yes	Majority
Method of voting		No	No	Yes	No	Yes	Majority
Request to withdraw a motion		No	No	No	No	No	Majority
Suspension of rules	Allow action contrary to the rules	No	No	Yes	No	No	2/3
Objection to consideration of a motion	Avoid discussion of a question that is irrelevant or objectionable	Yes	Yes	No	No	No	2/3
<b>RENEWAL</b>							
Reconsider	Try to secure a new vote	Yes	Yes	Yes	Yes	No	Majority
Take from table	Bring up a motion previously tabled because of emergency	No	No	Yes	No	No	Majority
Repeal	Void action of the past	No	No	Yes	Yes	Yes	2/3
Discharge a committee	When a committee has failed to report; when the assembly desires to proceed without further aid from committee or wishes to drop the matter	No	No	Yes	Yes	Yes	2/3

# *Operation of Committees*

## *The backbone of your Club*

The success of any club depends on the successful operation of its committees. Active committees are necessary to meet the goals of the club and to keep members involved. Committees are the main avenues by which the ideas and talents of the members are organized and directed into achieving significant accomplishments. Committee work also creates the fellowship that unites club members by forging a bond that makes the execution of assignments and responsibilities pleasurable.

### *Responsibilities of Committee Chair*

The Committee Chair is ultimately responsible for the committee's accomplishments. By creating a team-like environment and delegating certain tasks, the Committee Chair promotes the success of the committee. Your responsibilities include:

- Schedule committee meetings as needed to accomplish the tasks.
- Notify committee members and your President of each meeting.
- Plan the meeting ahead of time by preparing a written agenda; make copies of this and any supporting material for committee members and your President.
- Prepare budget figures for your committee's activities and present it to the budget committee for consideration prior to their work on the Club's budget.
- Record the proceedings of each meeting and maintain files of relevant information. Keep track of all assignments.
- Delegate committee programs or project responsibilities equitable among committee members; you can help develop the leadership skills of your members.
- Ask for volunteers to handle various tasks (people often work better if they have volunteered to do something rather than being assigned to do it).
- Be sure committee members understand tasks, responsibilities and time frames.
- Make every member feel important; thank them often; have fun.
- Give reports when appropriate and alert your President so that she can include you on her agenda.
- Forward your files to your successor.
- Include all committee members in deliberations and decisions.
- Report failures as well as successes. Everyone can profit from mistakes.
- Be sure to put new members to work immediately!
- Oversee the writing and presentation of committee recommendations to the Board.

### *Responsibilities of Committee Members*

Each committee member has a responsibility to herself, the Chair and other committee members to be both active and knowledgeable. These responsibilities include:

- Attend all committee meetings, discuss and recommend options as required.
- Strive to be enthusiastic, open-minded and willing to accept assignments.
- Wholeheartedly support the decisions of the majority of the committee.
- Know the duties/responsibilities/goals of the committee.
- Use your own ingenuity and present ideas to the committee at frequent intervals.