

Meetings don't have to be stupid.
Meetings don't have to be stupid.
Meetings don't have to be stupid.
Meetings don't have to be stupid.
Meetings don't have to be stupid.
Meetings don't have to be stupid.

Giving Good Meeting: Robert's Rules and Efficient Meetings



Overview

- Officers
 - President
 - Veeps
 - Secretary
 - Pre Meeting
 - Meeting & Minutes
 - Post Meeting
 - Treasurer

President

1. **Preside at all Meetings**
 - The President is responsible for interpreting parliamentary rules of procedure
 - The President is felicitator, not a dictator; his/her role is to make sure the organization accomplishes what it needs to accomplish.
2. **Serve as official representative of the organization**
3. **Report at each meeting and prepare annual report**

President

1. Serve as *ex officio* member of committees as provided in the bylaws
2. Sign documents on behalf of the organization
3. Make appointments as specified in the bylaws
4. Work with secretary to prepare agenda

Vice President(s)

1. Be familiar with president's duties and responsibilities
2. Be ready to assume duties of president if president unable to perform them
3. Perform any additional responsibilities as specified in the bylaws

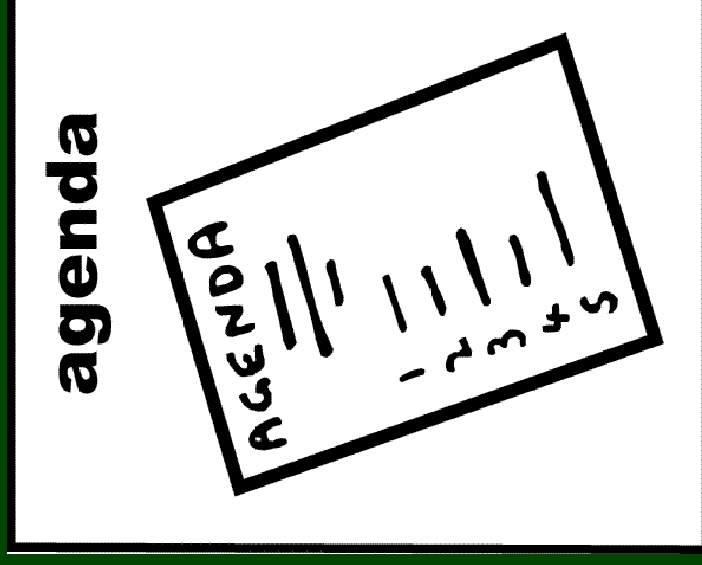


Vice Presidents

- In the case of multiple vice-presidents, the bylaws should specify “First VP, Second VP ... Nth VP.”
- If the bylaws fail to do this, then precedence of the VPs is determined by placement within the bylaws (that is, the VP position described first in the bylaws is the first to succeed the president).

Secretary: Pre Meeting

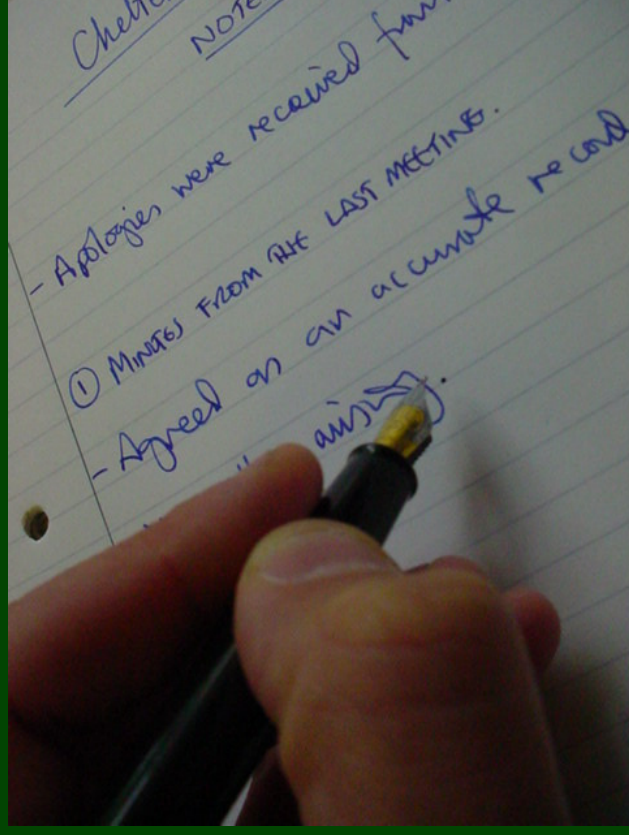
1. Work with President to prepare agenda
2. Distribute to members all relevant materials for the meeting
3. Send out the official notice calling the meeting



Secretary: During Meeting

During Meeting:

1. Record minutes
2. Be prepared to call meeting to order in absence of President and Vice President(s)
3. Have access to all governing documents of the group
4. Have accurate membership list and committee assignments
5. Maintain official attendance list



Secretary: The minutes

The Minutes *should* include:

- All adopted and “lost” or defeated motions
- Name of the maker of the motion
- Names of all members reporting (officers, committee chairs, etc.)
- Names of all those elected or appointed
- Number of votes on each side in a ballot or counted vote



Secretary: The minutes

The Minutes *should not* include:

- Discussion or personal opinion
- Name of the seconder of a motion
- Motions withdrawn
- Entire reports (state “Ms. H, chair of the finance committee, reported. The report is attached to the original of these minutes.”)

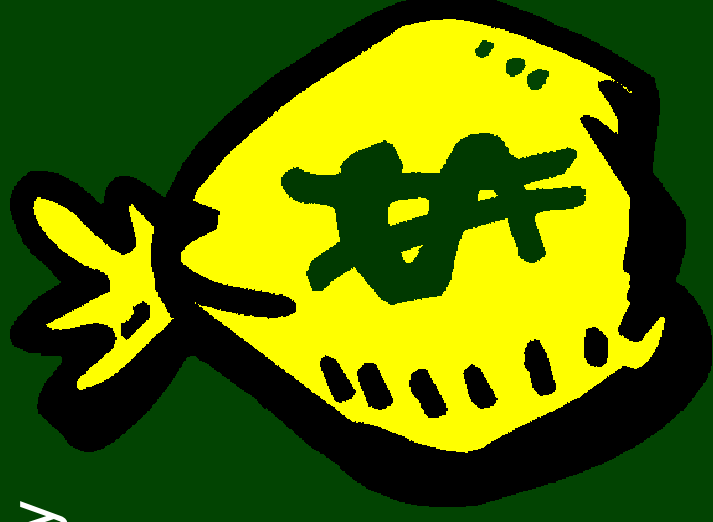


Secretary: Post Meeting

1. Make changes to any governing documents that were approved at the meeting and distribute to membership
2. Alert relevant committees of any business referred to that committee
3. Maintain the file of committee reports
4. Prepare and distribute minutes to membership
5. Notify officers and committee members of their election or appointment

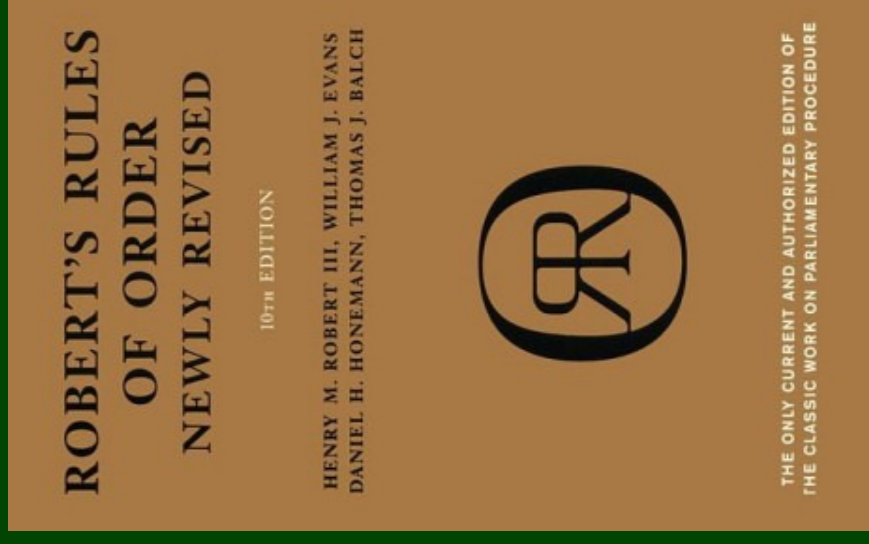
Treasurer

1. Receive all incoming money for the organization
2. Disburse money as directed by the membership
3. Help prepare the organization's budget
4. Make sure the membership stays within the adopted budget



Resources

- *Robert's Rules of Order 10th Edition*
The latest update of the classic.
Available on Amazon, Barnes & Noble, and in most bookstores



Resources

- *Robert's Rules in Plain English*


Follows the standard Robert's pretty closely, but tries to tone down some of the more obscure phrasing and vocabulary issues.

ISBN: 978-0-06-078779-0



Resources

As these titles suggest, both are comprehensive yet easy to read versions of the classic.



THE COMPLETE IDIOT'S GUIDE TO

Robert's Rules

Nancy Sylvester, PRP, CPP-T

"The most comprehensive guide available on meeting procedures, running effective meetings, and the world of parliamentarians."
—Jim Slaughter, Certified Professional Parliamentarian, Teacher, Professional Registered Parliamentarian

- ◆ Easy steps for following parliamentary procedures to manage meetings of any size
- ◆ Idiot-proof techniques for using agendas, motions, minutes, and votes
- ◆ An abridged version of Robert's Rules for quick reference


Parliamentary procedure demystified!
The fun and easy way to run your meetings and gatherings done

Robert's Rules FOR DUMMIES

Tips and tools for meetings, elections, and more!

A Reference for the Rest of Us!
FREE at robertsrules.com

C. Alan Jennings
Author of *Robert's Rules for Dummies*



Resources

- Online Resources
 - Robert's Rules Online
(<http://www.rulesonline.com/start.html#rrior--00.htm>)
 - Parliamentary Procedure Online
<http://www.parlipro.org/>

The End