

Meetings:



Agenda

Typically the President sends out an agenda prior to the meeting and people can respond with items to be added.

Quorum

A quorum is required at meetings of the association to insure that the actions of the association reflect the will of most of the members.

Executive Board: a majority of the voting members must be present in order to conduct business. There are ten voting members, so six constitute a quorum.

Annual Business meeting: one quarter of the total members constitute a quorum. This would be based on the most recent membership profile.

Without a quorum: if a quorum is not present (or if people leave and the quorum is lost), the meeting consists of announcements and/or informal discussions. All business items must be delayed until the next meeting. This includes approval of minutes or reports.

Minutes

Minutes are the permanent record of the body. All actions must be reported.

Typically, a draft of the minutes from the previous meeting will be distributed the prior to the meeting.

Note: Minutes do not require a motion and do not have to be voted on.

To approve the minutes, the President asks if there are any corrections to the minutes. Corrections if any are noted. The President states that the minutes are approved.

After the meeting, the secretary will sign and date the minutes (including any corrections).

Reports

Hearing reports is a major way of sharing information and knowing the activities of the Association. A Treasurer's report is given at every meeting. Division Presidents are expected to report on the division's activities. Committee chairs should report any relevant activity.

Brief reports can be summarized by the secretary for inclusion in the minutes. If there is a lengthy report or if the report includes a lot of detail, send the information to the secretary so it can be included as an attachment to the minutes.

Motions

A motion is a formal proposal and is made to take an action. Someone must second the motion, in order for it to be discussed or voted on. Seconding does not imply agreement. Important: the motion needs to be clearly stated so that the secretary can record it and repeat it when necessary. The group cannot vote on a vague idea.

After a motion is made and seconded, there is discussion. After discussion appears complete, the motion is voted on. The President can call for the vote or

In an informal setting, motions can be amended or wording altered for clarification. If the amendment is more than a clarification, it must be made as a motion and seconded. Then discussion and voting must be done on the amendment before more discussion or voting can be done on the main motion.

Voting

Voice votes are typical. The President calls for ayes and noes.

Show of hands is an option.

Postpone

Items of business can be postponed to a later time. Motion includes the time, Example: I move to postpone the motion to the next meeting.

Adjournment

Typically, the time to adjourn is stated in the meeting announcement (or “call”) or in the agenda.

If all the business has been conducted, the President asks if there is further business? If not, the meeting is adjourned. (No motion, no vote)

When the time of adjournment arrives, if the business is not finished, the President may state a desire to continue (if agreeable). Or a motion to adjourn can be made and voted on.

Any motion or actions not completed become items for “Unfinished Business” at the next meeting