

# A MAP TO A SUCCESSFUL MEETING

## Rights of a member:

- Attend meetings
- Present new ideas
- Debate ideas
- Vote on ideas
- Nominate for office
- Serve as an officer

## Responsibilities:

- Attend meetings and actively participate
- Accept the results of the vote
- Use individual strengths for the good of the organization
- Be loyal to your organization and officers



## A Few Valuable Motions:

- To kill a motion—**postpone indefinitely**
- To change a motion—**amend**
- To send a motion to a group to discuss—**refer to a committee**
- To postpone discussion on a motion until later—**postpone definitely**
- To limit or extend time for debate—**limit or extend debate**
- To close debate on a motion—**previous question**
- To take care of urgent business—**lay the motion on the table**

- To point out a need to return to the order of business—**call for the orders of the day**
- To request a question of personal privilege—**question of privilege**
- To ask for a break—**recess**
- To end the meeting—**adjourn**
- To create a continued meeting—**fix the time to which to adjourn**

- To ask for a rising vote—**division**
- To question the decision of the chair—**appeal**
- To ask for more information on the subject—**point of information**
- To ask for more parliamentary information—**parliamentary inquiry**
- To change a rule—**suspend the rules**
- To request that a motion not be considered—**object to the consideration of the question**

## Debate:

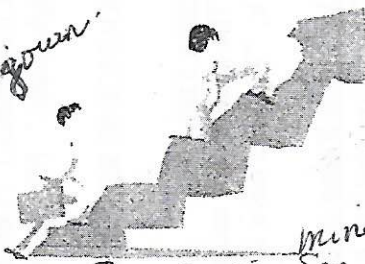
*Each member may speak twice to a motion for 10 minutes each time*

## Presenting new ideas—handling a motion: 8 steps:

1. Member stands and is recognized
2. Member states motion
3. Another member seconds the motion
4. Chair states motion
5. Members debate motion
6. Chair puts motion
7. Chair takes vote
8. Chair announces results of the vote

*Use gavel  
Best End  
Don't put  
who 2nd motion*

*If motion  
comes for  
committee  
don't need  
2nd  
Don't need  
motion to adjourn*



*No corrections - in Sec. report -  
since no corrections reported*

## Order of Business:

1. Minutes
2. Reports of Officers, Boards, and Standing Committees
3. Special Committees
4. Special Orders
5. Unfinished Business
6. New Business