



# Effective Meetings

Efficiency is doing things the right way.  
Effectiveness is doing the right things.

Meetings should have a purpose or goal.  
An effective meeting accomplishes a purpose and creates value for the organization.

Purpose of a business meeting:

- Make a decision
- Set a goal
- Assignments / Plan a project
- Analysis / Evaluate a program
- Idea generation / Brainstorm
- Solve a problem
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Additional purpose of an organization's meeting:

- Perform service
- Fellowship
- Entertainment
- Education / Training
- Inspiration / Motivation
- Celebration
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Concepts to consider:

- Board of Directors vs Club Meeting  
Board meeting uses a business-related agenda  
Club meeting uses a member-focused agenda
- Minutes vs Note-taker  
Minutes are a record of action taken. Informal discussion is not included.  
Notes are a recording of informal discussion (suggestions, concerns, opinions, ideas)

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Advice for the presiding officer in order to have efficient meetings:

- Be knowledgeable about club's mission, constitution, by-laws, legal requirements, projects, activities, and procedures
- Always utilize a calendar
- Educate new members, committee chairs, and board members
- Demand good minutes and financial reports
- Maintain a sense of decorum
- Use written agenda to keep track of business and time
- Use Robert's Rules of Order

Agenda:

Call to Order  
Pledge, Invocation  
Welcome, Protocol, Introductions  
Reading and Approval of Minutes  
Secretary Report (communications)  
Treasurer Report (financial report)  
Committee Reports  
Unfinished Business  
New Business  
Adjournment

Ground rules:

- Show-up early and come prepared
- Stay mentality an physically present
- Contribute to the meeting goals
- Encourage everyone to participate
- Listen with an open mind
- Stay on point and on time.
- Attack the problem, not the person
- Close decisions and identify action steps
- Record outcomes and follow up

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# Robert's Rules of Order

All of parliamentary law rest on two basic principles:

- The right of the majority to rule
- The right of the minority to be heard

Important Concepts:

- Decorum is a sense of parliamentary courtesy
- Quorum is the minimum number of members who must be present for the transaction of business. Correctly defined as “more than half.” At a convention, a quorum is a majority of registered delegates.
- “Unanimous Consent” is a procedure on deciding an action without a formal motion. When there is evidently no opposition, the chair can specify an action and state if there is no objection, the action will be considered adopted. Example: “Are there any additions or corrections to the minutes?” {pause} “Hearing none, the minutes are approved.” Appears in minutes: Minutes of previous meeting were approved. Note: if there is an objection, then a formal motion is required.
- Motions take a majority vote to be carried, unless it is changing something already adopted, then it requires 2/3 vote.

Steps of a Main Motion:

- Member obtains the floor
- The motion is made
- A second is made (if no second, motion dies and does not appear in minutes)
- The motion is stated by the chair. (very important)
- Debate.
- Call for the “Question” (ready to vote)
- Vote (both positive and negative vote must always be taken)
- Declare the results (verify the results if close)

Secondary Motions:

- ❖ Table – lay aside a motion until the assembly wants to resume its consideration
- ❖ Postpone – delays action on a motion until a later stated time
- ❖ Refer – send the motion to a committee
- ❖ Amend – change the wording of the main motion. An amendment must be germane (closely related) and seconded. Vote on amendment first then on the main motion.
- ❖ Point of Order – an assertion that a rule is being violated
- ❖ Division – a demand that the chair verify the vote
- ❖ Withdraw - allows the mover, who realizes it was an ill-advised motion, to remove the motion from the floor. The effect is the same as if it had never been made. It does not appear in the minutes.

Special Rules for the presiding officer:

- Must relinquish the chair to make a motion
- May vote to break a tie or if by secret ballot