

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

Presenting new ideas— handling a motion in eight 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



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



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 of the assembly**
- To question the decision of the chair—**appeal**
- To ask for more information on the subject—**request for 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, unless Special Rules of Order are adopted.