



Parliamentary Procedures: Running a Meeting

By Brenda Kelleher-Flight Ph.D.
www.gdpconsulting.ca



Does your board, council, or committee use *Robert's Rules of Order*. Have you wondered whether your knowledge is comprehensive. This newsletter focuses on the topic of "Running a Meeting." Answer the following questions, then check your answers on Page 2.

- T__F__ 1. On a typical agenda, new business is taken up immediately after special committee reports.
- T__F__ 2. After the minutes of the last meeting are read and approved, the next order of business is Reports of Officers and Standing Committees
- T__F__ 3. The first paragraph in the minutes should contain the time the meeting was adjourned.
- T__F__ 4. A treasurer's report should contain the total receipts and total disbursements since the last meeting.
- T__F__ 5. After the treasurer's report is read, it is voted on for approval.
- T__F__ 6. I can ask the chair to note in the minutes that I voted against a motion
- T__F__ 7. The minutes should indicate whether a member is absent or absent with a good reason.
- T__F__ 8. The chair is free to debate issues.
- T__F__ 9. The members of the executive have more privileges than ordinary members of the board.
- T__F__ 10. The chair determines the priority level of the items on the agenda.
- T__F__ 11. It is important for the Chair and the CEO to set the agendas for meetings.
- T__F__ 12. It is not important to notify the members of items I want to bring before the assembly prior to attending the meeting.
- T__F__ 13. The primary purpose of committees is to support the administrators to do their jobs effectively and efficiently.



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- F. 1. On a typical agenda, new business is taken up immediately after unfinished business.
- T 2. After the minutes of the last meeting are read and approved, the next order of business is Reports of Officers and Standing Committees (This is True unless the bylaws state that decision making items are to be handled first and reports are given in writing for members to read).
- F 3. The first paragraph in the minutes should outline whether or not the chair and secretary were present.
- T 4. A treasurer's report should contain the total receipts and total disbursements since the last meeting.
- F 5. After the treasurer's report is read, it is filed.
- F 6. Only the numbers of person voting for or against a motion are recorded unless the bylaws specify that the minutes will only contain the outcome of the vote (pass or defeated).
- F 7. The minutes usually do not indicate whether a member is absent or absent with a good reason because it is difficult to outline what is and is not a good reason.
- F 8. The chair only debates issues after he vacates the chair.
- F 9. The members of the executive have the same privileges as ordinary members of the board.
- F 10. The board determines the priority level of the items on the agenda.
- F 11. It is important for the Chair and the CEO to set the agendas for meetings only when that is what is required in the bylaws, otherwise the agenda is the agenda of the full board.
- F 12. It is important, whenever possible, to notify the members of items I want to bring before the assembly prior to attending the meeting because it may influence the work they do prior to attending a meeting or even their attendance.
- F 13. The primary purpose of committees of a board is to complete governance work only.