



Tips for meetings

- Be prepared. Copies of the agenda and financial reports should be available for all members to see before the meeting.
- Discuss ideas together, informally, before forming a motion.
- After a motion is stated, let the mover, aided by the members, modify it before voting. But if more than one member objects, changes require formal amendments.
- Never allow an amendment to the amendment. The motion can be defeated and stated again if necessary.
- The Chair must never allow a member to interrupt a speaker or personally criticize or ridicule another member.

“For meeting tips”

A new chair can use or adapt this outline to present to the group before a meeting to make sure that all members are playing by the rules!

The Rules

The meeting will be run democratically. The final authority is the will of the members as a whole.

We will have a formal chair. The chair will direct traffic only and may not participate in the discussion.

The chair has confirmed that we have a quorum. There are _____ members total, _____ members present and the bylaws state that we need ____% for a quorum. (This varies check your organizations constitution.)

To talk you must address the chair and wait until you are acknowledged.

To make a decision you must make a motion. The motion must be affirmative. You can't make a motion to not do something.



Someone must second the motion. Then we will discuss the motion.

You may amend the motion. The amendment needs a seconder and must not negate the motion.

You may postpone or refer the motion.

We will vote by show of hands unless someone requests a vote by ballot. A motion passes with a majority, which means that one more than half the votes cast are affirmative. A tie vote means the motion was defeated. However the motion may state that a different ratio is required. Often large expenditures will require a 2/3 or 3/4 affirmative.

Good order.

The mover may speak first.

Discuss one motion at a time.

One member may not take up more than a fair share of time.

No interrupting.

No side meetings. You should be paying attention.

No one may speak a second time unless there is time or unless that member has answers to questions.

You may not criticize a fellow member, only an idea.

Point of order

If someone believes that the meeting's good order is being breached, rise immediately and say "point of order" and the chair will allow the member to explain. The chair will rule and if necessary call for a vote on the point of order.

Are there any objections to these rules of order?

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