

How to Conduct a NARFE Chapter Meeting

Call the Meeting to Order: One tap of the gavel - The meeting will come to order
Welcome to NARFE members and Guests

Opening Ceremonies: Please rise for the Pledge and the Invocation
The Pledge of Allegiance to the Flag of the United States of America
The Invocation - [Non Sectarian] - Please be seated

[Now would be the time to break for a Breakfast or Lunch if it is part of the meeting]

Approval of Minutes : [There are two ways to accomplish this]
The Secretary will read the Minutes of the previous meeting and Board Minutes
OR
A copy of the Minutes are available at the Secretaries' station
Are there any additions or corrections as read or as published? (Pause)
If not, the minutes stand as read or as corrected

Treasurers Report: May we have the Treasurers Report
An oral report of previous balance, receipts, disbursements and the new balance
Are there any questions? (Pause)
If not the Report will be Filed for Audit

Recognitions:
Recognize NARFE Dignitaries and the Guest Speaker
Introduce the Head Table
Introduce New Members and Special Guests
Recognize special occasions such as Member's Birthdays

Standing Committee and Special Reports:
Membership, Legislation, Service Officer, Sunshine and Alzheimer's Reports
If applicable, Audit, Nominating committees and Election of Officers

Unfinished Business:
Items pending from the last meeting and Correspondence [Do not ask for input]

New Business:
The chair may introduce new items
The Chair will ask if there is any New Business items from the attending
Members

Announcements: Are there any Announcements from the floor?

Program: Usually the Program Chair will introduce the Program

[Note: The Program may need to be scheduled before the Business meeting]

Adjournment: Is there any further Business [Pause]

If not, the meeting is adjourned - one rap of the gavel to close the meeting

After Meeting Money Raising Events:

Such as Alzheimer's Cash-for-Cash drawing with prizes

[Note: All such events must take place after the Official Meeting]

Other Important Notes:

After a motion is seconded and is under discussion someone may "Call the Question" or "I Move the Previous Question" to end the debate. Note that ending the debate must be voted on before the discussion can be stopped. First, that motion must be seconded with no debate and then voted on. There needs to be a two thirds (2/3) yes vote to end the debate.

Developed by Roy Willoughby - Southwest District vice President

The art of conducting a meeting is a skill that makes an organization run smoothly. If Robert's Rules of Order are followed, it means the decisions the group makes will be legal and binding on the group. There are some simple things to remember that all officers need to know. Parliamentary procedure is based upon four democratic principles:

1. It recognizes majority rule.
2. It protects the rights of the minority.
3. It protects the rights and privileges of the individual.
4. It protects the rights of absentees.

In order to protect the rights of the minority, individuals, and absentees, a quorum should be present when business is conducted by an organization. There is no established rule for a quorum, but the average attendance at meetings usually constitutes a satisfactory quorum for an organization.

The order of business should be adapted to the needs of the organization. A small organization may have a less formal order or agenda than a very large and complex organization. The rule is to make it your own, and make it work. The President or Chairman determines if a quorum is present and then calls the meeting to order with the phrase, "The meeting will please come to order". Be punctual. Start the meeting on time. Starting a meeting late only encourages members to be late.

The Pledge of Allegiance to the Flag of the United States of America is customary at many meetings. The National Association of Parliamentarians has recommended that we use the full phrase as stated above.

Some organizations in New Mexico also salute the flag of New Mexico if it is displayed where they meet. The salute is: "I salute the Flag of the State of New Mexico, the Zia symbol of perfect friendships among united cultures".

Many organizations include an invocation as a part of their opening activities. We need to be sensitive in our invocations regarding differences in religious beliefs.

The record of the proceedings of an assembly is known as "the minutes". Unless there is reason to do otherwise, the minutes should show what was DONE at the meeting, not what was SAID by the members. The minutes should never reflect the secretary's opinion. The chairman calls for the minutes of the previous meeting, and are almost always the first item of business. In cases where the minutes are quite long, the organization may agree to make the minutes available for reading by individual members if they so desire. After the reading the chairman asks the members if the report is correct. If there are no mistakes the chairman states, "If not, they stand approved as read". The members approve the secretary's report by general consent. In other words, a formal motion is not necessary. If a mistake is noticed by a member, then the correction

is made immediately by the secretary and the Chairman states, "If there are no further corrections, the minutes are approved as corrected".

Almost without exception an organization will need a treasurer to handle the financial obligations of the organization. The report may be as simple as verbal statement of the cash balance, less any outstanding obligations, or it may be more complicated such as handing out a printed form showing all receipts and disbursements in addition to the balances. The report requires no action on the part of the group. The chairman asks if there any questions concerning the report. After questions are answered to the satisfaction of the group, the Chairman states, "The Treasurer's report will be filed for audit". It is not approved until the auditing committee makes its regular report at a future time.

Committee reports are given by the committee chairmen or their designees.

Old business, more properly referred to as unfinished business, is based on a proposal that was postponed to a future meeting of the organization. These items should be considered before any new business is offered or discussed. The minutes of the previous meeting is the source of this unfinished business. If the minutes do not indicate items of unfinished business, there is no reason to ask for unfinished business.

New business has the lowest priority in the order of business of an organization. After all business is taken care of it is time for adjournment. To "adjourn" means to close the meeting immediately. It is out of order when another member has the floor, during voting or when ballots are being counted. When it is obvious there is not further business someone should move to adjourn. The motion is seconded, and passed, the meeting is not adjourned until the Chairman says, "We are adjourned," or "The meeting is adjourned".

A person who wishes to make a motion, rises and addresses the Chair. The Chair recognizes the speaker by name. The member states, "I move that.....". If a second is not automatically forthcoming from a member, the chairman can ask if there is a second. If there is not a second, the motion dies for a lack of a second. The member who seconds the motion says, "I second the motion". The Chairman repeats the motion in such a manner that everyone understands what is being proposed. If the Chairman does not remember the exact wording, he may ask the member to repeat the motion. The Chairman calls for discussion of the proposed motion. The maker of the motion is entitled to speak first on the motion. A member must rise and be recognized by the chairman before discussing the proposed motion. To end the discussion on a motion a member may rise and say, "I move the previous question". This needs a second. One may also say, "I move that debate be closed," or "I move to stop discussion". This motion must be voted upon and requires a two-thirds vote for passage. It is out of order if someone has the floor. An informal method of asking that discussion be stopped is for a member to say, "Question". Calling "question" does not necessarily stop discussion. It merely indicates that at least one person is ready to vote. It is not necessary to vote on this informal motion unless someone objects. If someone does object, then a two-thirds vote is required to stop the discussion. Never ask that discussion stop when someone else has the floor. The Chairman

should be alert and bring the discussion to a close when it is obvious that debate has served its purpose. However, he cannot stop debate as long as someone wishes to talk who has not exhausted his right to speak. The chairman asks for a vote by saying, "Those in favor of, say aye. Take note of the number of "ayes". Then the chairman says, Those opposed say "no". The chairman announces the results of the voting. When the voting is done by voice and a member does not agree with the chairman's announcement, he may ask for a division of the assembly. In other words he wants a counted vote.

If a member is not satisfied with the entire wording of a motion he may change a motion by offering an amendment. This action is taken to modify the working of a pending motion before it is acted upon. Motions may be amended by: 1. Adding words, 2. Striking out words, or 3. Substituting words. A member says, "I move to amend the motion by.....". The motion needs a second. The chairman proceeds as with the main motion. The chairman repeats the working of the amendment so all will know what is to be voted upon. After the vote is determined, the chairman restates the motion as amended and a vote is taken on the amended motion. Most of the organizations we work with will be able to conduct business with a working knowledge of the items discussed in this paper. For more controversial item there are procedures in "Robert's Rules of Order". A competent chairman will avail themselves of a qualified parliamentarian.

After adjournment, the program and any social activity is held.

Avoid meeting meltdown

BY DAVID FINKEL | Inc.

Always on, never done. That's the conclusion of a study conducted by the Center for Creative Leadership, which found that 60 percent of professionals, managers and executives who carry smartphones for their jobs report interacting with work a whopping 13.5 hours each workday.

Technology and the "always on" expectations of professionals enable organizations to mask poor processes, indecision, dysfunctional cultures and subpar infrastructure because they know that everyone will pick up the slack, the center concluded in its study. Can't make a decision? Call another meeting. Have a fear-based culture? Copy several people on every e-mail so your backside is covered.

No wonder, then, that one of the biggest sources of frustration for these business leaders who are tethered to their smartphones is unnecessary or poorly planned meetings that waste their time.

In addition to putting down our cellphones now and then, we can make our meetings more efficient and useful to head off irritation. Here are five ways to make meetings more valuable in your company:

1. Only meet to create value

Meetings are for creating value, not playing politics, covering your backside or simply because "that's how we've always done things."

If the meeting doesn't create value, cancel the meeting. You'll reap an instant savings from the freed-up staff time, not to mention the opportunity for them to do more valuable work.

Meetings are a great place to brainstorm ideas, to reach a key decision, to gain full buy-in from your staff or to coordinate execution.

Just make sure the area you're brainstorming on, or the decision you're making, or the project you're coordinating on creates enough value for your company to make it yield a healthy return on your meeting investment.

2. Plan the meeting in advance

Have a leader (or at least a facilitator) for every meeting who has actually given it serious thought. Ideally, this means a written agenda that gets in the hands of all participants well in advance of the meeting, so they can come prepared.

If there is specific information or other preparation work that participants need to have ready, make that explicit on the agenda.

Again, this isn't just about creating a policy — which many organizations will simply ignore — but about making it a cultural must-have in your company that this is how we do meetings: We plan them in advance; we have written agendas; we come fully prepared.

3. Hold your participants accountable to start the meeting strong

This means starting the meeting on time and expecting all participants to come prepared. If Tim comes in late or unprepared, privately hold him back after the meeting to have an adult conversation: "Tim, I noticed that you came in 12 minutes late today, and that you didn't have the Calloway numbers that we needed ready to share. Did something happen that got in the way of that? It really had an impact on the meeting and your peers."

All of us will have times when things come up, but if Tim has a pattern of things coming up, that is something that you need to lay out as unacceptable. Frame it in terms of the impact of that behavior on the other participants and the company. Ask for his full agreement to change that behavior. This kind of immediate and direct communication, respectful and done in private

after the meeting, usually will clean up Tim's behavior.

4. Follow your meeting plan

It's one thing to have an agenda, but altogether another thing to actually follow it.

Make sure that the person leading the meeting guides the conversation, gives all participants a voice and pushes past unproductive moments when the meeting is on the verge of going down a dead-end spur.

Of course, there are times when that tangent which Sarah brings up is brilliant, and sparks a whole new way of seeing the situation and the best course of action. Experienced leaders know when to let spontaneity and creativity have a free reign. There are times when ditching your pre-conceived agenda is the right move for the company.

5. Clarify and follow up on action items

To reap the value of the meeting, stuff has to get done. At the end of the meeting, go back and explicitly clarify action commitments out of the meeting. It might sound like this:

"Let's recap what we agreed to do. Tim you own two action steps from today, X and Y, both of which are to be done by this Friday close of business. You agreed to mark them complete on the project board when done. Sarah, you own item Z, which is due by the 15th, and which you'll give a summary of the outcome in your next weekly report"

Clarifying who owns which tasks and when they are due is half the battle for accountability. The other half is ongoing follow-up to make sure all assigned tasks got done. As a default, the meeting leader should be responsible to check in with all the task holders.

As the leader in your company, you must model the behavior you want others to emulate. A culture of accountability is built in great part by leaders consistently doing the behaviors they want their teams to absorb.

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BACKGROUND

Parliamentary Procedure at a Glance

* = not amendable

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS THE MOTION DEBATABLE	WHAT VOTE IS REQUIRED
*Adjourn the meeting	"I move that we adjourn"	No	Yes	No	Majority
Recess the meeting	"I move that we recess until..."	No	Yes	No	Majority
*Complain about noise, room temperature, etc.	"Point of privilege"	Yes	No	No	No Vote
*Suspend further consideration of something	"I move we table it"	No	Yes	No	Majority
End debate	"I move the previous question..."	No	Yes	No	2/3 Vote
Postpone consideration of something	"I move we postpone this matter until"	No	Yes	Yes	Majority
Have something studied further	"I move we refer this to a committee"	No	Yes	Yes	Majority
Amend a motion	"I move to amend this motion"	No	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Majority
*Object to procedure or to personal affront	"Point of order"	Yes	No	No	No Vote Chair Decide
*Request information	"Point of information"	Yes	No	No	No Vote
*Ask for a vote count to verify a voice vote	"I call for a division of the house"	No	No	No	No Vote
*Object to considering some matter	"I object to consideration of this"	Yes	No	No	2/3 Vote
*Take up a matter previously tabled	"I move to take from the table..."	No	Yes	No	Majority
*Reconsider something already disposed of	"I move we reconsider action on"	Yes	Yes	Yes	Majority
*Consider something not in scheduled order	"I move we suspend the rules and"	No	Yes	No	2/3 Vote
*Vote on a ruling by the chair	"I appeal the chair's decision"	Yes	Yes	Yes	Majority

Elements of an Effective Chapter Meeting

- * Start on Time - End on Time
- * Good Programs are Critical to Attendance
- * Focus some programs on NARFE otherwise you become just
A social club
- * Recognize chapter members for things they do for the Chapter,
Community, or family - ask for good news
- * Chapter President sets the tone for the meeting - Be enthusiastic!
- * Make each meeting an event
- * Announce programs ahead of time - build excitement
- * Gather information from members through board meetings
- * Recruit your board to help promote meeting attendance - have them
lead by example
- * Have fun!!!

6 Important Things that all Leaders Do:

Listen and Learn from others

- ‡ Listen to what is NOT being said
- ‡ Let others speak first (2/1 rule= Listen twice as much as you talk!)
- ‡ Encourage people to dump on you
- ‡ Learn from failures
- ‡ Promote a “culture of learning”
- ‡ Listen to *yourself*

Energize the organization

- ‡ Share successes
- ‡ Encourage people to meet and mingle
- ‡ Develop a plan that does away with “isolationism”
- ‡ Provide interesting and exciting programs
- ‡ Use humor liberally

Act for the benefit of everyone

- ‡ Just do it!
- ‡ Set the example: Walk the talk
- ‡ Go on a problem hunt
- ‡ Be a champion
- ‡ Be honest, and

Develop themselves and others

- ‡ Think!
- ‡ Know thyself
- ‡ Be driven by vision, but willing to nurture the ideas and talents of others
- ‡ Demonstrate a willingness to teach others

Empower others to lead

- ‡ Learn to manage a diverse team
- ‡ Ask others to “drive for a while” Foster and encourage cooperation
- ‡ Learn to let go
- ‡ Delegate responsibility . . . & authority
- ‡ Anticipate problems and head them off before they occur
- ‡ Focus on results

Recognize achievement

- ‡ Good ideas and good people need to be noticed
- ‡ Remember that recognition is critical to self-esteem
- ‡ Be sensitive to those who don't like a fuss
- ‡ Make a big deal of achieving goals
- ‡ Remember that people marry people, not organizations