

Guidelines for Running an Efficient Meeting¹

A key component in getting and keeping resident interest is the quality of the organization's meetings. If meetings are unproductive, members tend to be unproductive or do not attend.

A high quality meeting requires planning, an agenda, and rules of order. A notice of the date, time, and location of the meeting should be sent several weeks before the scheduled meeting. Even if the meeting is always the same day of each month, a reminder notice is important. And always start, and end, on time.

Agenda:

- Welcome. Review Agenda. Ask members if they have additional agenda items and the Chairman may place some of these items under new business.
- Approve minutes of last meeting. Minutes may be read or sent out in advance. A member should make a motion to approve, second, discuss, and then vote.
- Old Business. The only items belonging in this section are ones raised at previous meetings. The Chairman should remind the members when the item was raised originally and why it was postponed.
- New Business. Reports from Treasurer/Budget/Finance or other standing committees. Any other major items of business. Member should make a motion to approve, second, discuss, vote on each item.
- Good and Welfare. Many organizations provide an opportunity for members and guests to make short announcements, raise issues to be discussed at future meetings, or to comment on items of interest.
- Adjourn. No formal action is needed. The Chairman announces the date, time, and place of the next meeting, reminds members of steps to be taken before the meeting, and adjourns the meeting.

Rules of Order:

Members who wish for a policy to be adopted or an action to be taken should be recognized by the Chairman before they speak. Then they begin the discussion by making a motion. If another member seconds the motion, discussion can begin; if not, the motion fails.

Once a motion is seconded, the Chairman opens the floor for discussion. Members are recognized by the Chairman before they may speak, and they can discuss only the motion on the floor. When the discussion has ended, the Chairman announces that a vote will be taken.

Voting:

The easiest way to vote is by a show of hands. The Secretary can then record the vote. If more than a majority of residents approve an action, it is adopted.

¹ Adapted from the Pennsylvania Non-Profit Handbook