

# Formal Procedures for Committee Meetings

This information is based on the "Roberts Rules of Order" which are considered to be the standard used in Parliament and Business.

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The President or Vice President in the Presidents absence is the Chairperson or Chair of the meeting. With the Secretary, the Chair decides on an agenda which is circulated in advance to members in accordance with the Rules of Incorporation (Rules). Included with the agenda should be all relevant reports, background papers, and financial statements and previous minutes if they have not already been circulated.

## At the Meeting

The Chair will:

- make sure the meeting starts on time
- welcome members and organise any introductions
- read and call for apologies
- where appropriate advise of housekeeping details, e.g. time and length of meeting breaks, location of toilet facilities etc
- set a timeframe for the meeting, and work to keep to it
- keep to the agenda
- avoid introducing their own opinion unless it is necessary

## The Formal Agenda (Order of the Day)

A formal agenda typically includes the following:

- **Attendance** – and apologies are read, called for and recorded.
- **Previous Minutes** - The Chair calls on the Secretary to read the previous minutes if they have not been previously circulated to members. Corrections or additions are called for by the Chair after which the chair declares that the minutes are approved as read, delivered or corrected; or entertains a motion to that effect.
- **Matters Arising** -from the last minutes are discussed (discussion should be confined to specific questions arising from the minutes, or the action someone was asked to take).
- **Correspondence** - is tabled. Discussion is limited to the essentials, and a motion put that inward correspondence be received, another that outward correspondence be approved.
- **Financial Statements** - are presented by the Treasurer. A motion is needed on a list of accounts for payment.
- **Committee Reports** - are presented and discussed. Do not need a motion unless specific recommendations are made in which case a motion is required for the specific recommendation(s) only.
- **Other Reports** - (brief, on specific subjects, with recommendations attached for consideration) are presented. Recommendations are discussed, and approved or declined through a motion.
- **Motions Put** – motions of which due notice has been given are put. Any motions proposed without sufficient notice may be rejected by the Chair and then accepted as notices of motion for the next meeting.
- **General Business** - This is the time for minor items to be raised. The Chair should discourage the raising of major items at this point unless they are urgent. The Chair decides whether each matter will be discussed or deferred to the next meeting.
- **Next Meeting** - is arranged if not already set.

# Procedures For Meetings And Organizations

**Kaye Kerr,H. W. King**



## **Procedures For Meetings And Organizations:**

**Procedures for Meetings and Organizations** M. Kaye Kerr, Hubert W. King, 1996      *Concise Procedures for Meetings*  
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**Procedure** Pasquale De Marco, 2025-07-13 Effective Meetings in the 21st Century A Modern Guide to Parliamentary Procedure is the ultimate guide to conducting effective meetings in the modern age This comprehensive resource provides a fresh perspective on parliamentary procedure empowering individuals and organizations to unlock the full potential of collaborative decision making With a focus on simplicity and practicality Effective Meetings in the 21st Century A Modern Guide to Parliamentary Procedure demystifies parliamentary procedure making it accessible to anyone tasked with planning facilitating or participating in meetings It offers clear explanations of the fundamental principles rules and best practices that govern effective meetings ensuring that everyone is on the same page Beyond the technicalities Effective Meetings in the 21st Century A Modern Guide to Parliamentary Procedure emphasizes the importance of fostering a positive meeting culture It explores strategies for creating an inclusive environment where all voices are heard and respected The book also addresses the unique challenges of virtual and hybrid meetings providing practical guidance on how to navigate these platforms successfully To further enhance the meeting experience Effective Meetings in the 21st Century A Modern Guide to Parliamentary Procedure delves into the realm of technology It showcases how to seamlessly integrate technology tools to improve meeting efficiency engagement and productivity From presentation software to online polling the book covers a wide range of tools and techniques that can transform meetings into dynamic and interactive sessions But Effective Meetings in the 21st Century A Modern Guide to Parliamentary Procedure goes beyond mere techniques and tools It recognizes that effective meetings are ultimately about people The book offers invaluable insights into the human dynamics that shape meeting outcomes It provides guidance on managing conflict resolving disagreements and building consensus among diverse participants With its engaging writing style real world examples and thought provoking insights Effective Meetings in the 21st Century A Modern Guide to Parliamentary Procedure is the essential guide for anyone seeking to master the art of effective meetings Whether you re a seasoned meeting facilitator or just starting out this book will equip you with the knowledge and skills to transform your meetings into catalysts for positive change If you like this book write a review

**International Governmental Organizations** Amos Jenkins Peaslee, 1979-01-01      **Standards of Conduct Regulations for Labor Organizations in the Federal Sector** United States. Office of Labor-Management Standards, 1986

*The Condominium Concept* Peter M Dunbar, 2024-06-03 The purpose of The Condominium Concept is to provide a

practical guide for officers and board members of residential condominiums It is not designed as a legal treatise for lawyers The manual will however refer frequently to provisions of the law helping its user understand the requirements that the law imposes on the operation of condominiums in Florida Those familiar with prior editions of The Condominium Concept will find new references to the law presented in the footnotes of this edition and the references include key decisions from Florida courts Condominiums are creatures of statute The Florida Condominium Act governs their creation and their ongoing activities The Act also addresses the rights of unit owners and the responsibilities of those who govern the condominium on their behalf This edition of the Concept includes the changes to the Florida Statutes through the 2023 legislative session There are forms and sample documents to help association officials comply with the procedural requirements regulating their duties There is a shorthand guide to the rules of parliamentary procedure and forms to assist in conducting association meetings Finally there are frequent references to sections and paragraphs of the Florida Statutes F S and the Florida Administrative Code F A C to give foundation to the commentary and to direct the reader to other source material if there is need for more information

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