

ELEMENTS OF A CHAPTER MEETING

BUSINESS MEETING SHOULD INCLUDE: *Amount of time - 10 to 20 minutes*

1. Minutes of previous meeting (preferably sent in advance and approved at a meeting).
2. Treasurer's Report (preferably sent in advance and approved at a meeting).
3. Report of other officers.
4. Report from various Chapter liaisons.
5. Communications.
6. Acknowledgment of new credit unions or new credit union officials.
7. Introduction of guests.
8. Concise report of outstanding events of interest to the members.
9. Future programs and activities.
10. Report of League Director(s), Committee Chairs, if they have anything to report - (determine in advance of meeting).
11. Report from Chapter POR person or CUNA Mutual Representative.

INFORMATIVE OR EDUCATIONAL PORTION OR MEETING: *Amount of time - 35 to 60 minutes*

1. Speaker to present comments on previously determined subject.
2. Panel.
3. Work groups.
4. Question and answer period.
5. Summary or closing remarks.

SOCIAL OR INFORMAL PERIOD: *Amount of time - 30 to 60 minutes*

1. Get acquainted.
2. Informal discussion.
3. Refreshments - meal.

TOTAL AMOUNT OF TIME - 120 TO 150 MINUTES

CHAPTER MEETING NOTICE CHECKLIST

Be sure to include the following information in your Chapter meeting notices. The notice should be sent at least 15 days prior to deadline.

1. **THE MEETING DATE.**
2. **THE LOCATION** - include the name of the facility where the meeting will be held. Include street, town and travel instructions.
3. **TIMES OF ALL FUNCTIONS** - the time of the social hour (if you have planned one and whether or not it is a cash bar), the time dinner will be served and the time the meeting is scheduled to begin.
4. **COST** - include the cost per person. Note if the cost includes the price of anything beyond dinner.
5. **MENU** - depending on the layout and space available on the meeting notice, the evening's menu can also be included if it is a dinner function.
6. **GUEST SPEAKERS** - if a guest speaker has been invited to speak at your meeting, be sure his/her correct name, title and organization are included on the notice.
7. **PROGRAM** - if you have scheduled a particular program to be presented at the meeting, include the name and program description on the notice. The program descriptions should be two sentences that highlight what the speaker will say and promote interest in the meeting.
8. **RESERVATION DEADLINE DATE** - all meeting notices should include a reservation cut-off date. The cut-off date should be at least three days or more prior to the meeting, depending on when the meeting facility needs its guarantee.
9. **THE RESERVATION FORM** - Include the following: name and address to whom the form should be returned; make check payable to (name), where to return the check and form, dinner choices and a breakdown of the number attending from the following categories: mgr/CEO; staff; board; committee; and guests.

SAMPLE CHAPTER MEETING NOTICE

YOU'RE CHAPTER LETTERHEAD

**CHAPTER MEETING
DATE OF MEETING**

NAME OF FACILITY _____ PM COCKTAILS
ADDRESS _____ (open/cash bar)
_____ PM DINNER
_____ PM PROGRAM

(additional travel directions if appropriate)

\$ COST PER PERSON

MENU: _____

This is the annual meeting for the chapter. Items to be discussed will include: (elections, dues, etc.)

GUEST SPEAKER: NAME, TITLE, AND ORGANIZATION

PROGRAM: TITLE AND DESCRIPTION

RESERVATION DEADLINE:

**RESERVATIONS
XXX CHAPTER MEETING**

Return to: Name
Complete mailing address

Enclosed is our check in the amount of \$_____ to cover-dinner reservations (@ \$_____ each) for the XXX CHAPTER MEETING to be held at the XXX Restaurant on XXXX, 20__.

The total reservations breakdown as follows: _____mgr/CEO, _____staff, _____BOD, _____Cmte., _____guest(s).

SIGNATURE

CREDIT UNION

PARLIAMENTARY PROCEDURE

It's the person who knows parliamentary procedures who holds the power in legislative proceedings, committee meetings, and boardrooms. Your ability to master the fundamentals of parliamentary procedure will determine not only the smoothness of your meetings but their productivity as well.

If you think parliamentary procedure is restricting, complicated, or confusing, you're probably not using it correctly. When it is applied correctly, it provides an orderly system to accomplish your business and protect the rights of your members.

As presiding officer, you'll need to know the basics of parliamentary law. Elaine Fulton, executive secretary of the National Association of Parliamentarians and a registered parliamentarian, is a frequent speaker at ASAE meetings. There are some of the pointers she offers to newly elected officers.

1. Become familiar with your association's Bylaws and governing rules. They supersede Robert's Rules of Order and other guidebooks.
2. Develop a working knowledge of parliamentary terms and procedures for handling the most commonly used motions.
3. Review the minutes of previous meetings to determine what items were deferred to the upcoming meeting.
4. Contact your officers and committee chairmen before the meeting to find out if they will be attending. If they are not going to be there, find out who will be presenting the report. Don't waste time doing this during the meeting.
5. Before a meeting, ask certain capable members if they will introduce specific business items or accept committee assignments. This will also save time.
6. Prepare an agenda well ahead of the meeting. Itemize topics in the order they will be discussed.
7. Start the meeting on time; making sure a quorum is present. If the President or Chairman is more than 10 minutes late, the vice president should begin the meeting. If both are absent, the Secretary opens the meeting and asks for nominations for the presiding officer. If the President arrives once the meeting is in process, he does not take over until the business on the floor is finish.

RUNNING THE MEETING

To control a meeting, you first must control yourself. Keep your cool even when the situation gets heated, and remain impersonal and impartial. Refer to yourself as "The Chair" not "I," and call on other officers by their titles, not their names. Call on opposing sides and give both equal time. Remember that the majority rules but the minority has a right to express its opinion.

MAKING THE MOTION

To bring business before the group, a main motion or resolution must be made. It is made only when there is no other business on the floor. It must be seconded, it is debatable, and it requires a majority vote to pass. The Chair must recognize the person making the motion.

The person seconding the motion does not need to be recognized by the Chair. The Chair may ask, "Is there a second?" but never asks, "Will someone second the motion?" If there is no second, move on to the next piece of business.

Once the motion has been seconded, the Chair states the question is... Then the debate then begins. The Chair should first recognize the person who made the motion.

At this point, amendments can be made to the motion. Make certain that amendments are germane to the motion on the floor. If you are in doubt, ask the group to vote on whether it is germane.

CAN THE CHAIR PARTICIPATE?

The Chair may debate the issue, but this privilege should be used sparingly. To enter into the debate, the President must ask the Vice President to take over. The President cannot return to the Chair until the issue is settled. If the Vice President has already voiced his opinions on the issue, the President cannot ask him to Chair the debate and the Chair can vote only when a ballot vote is being taken or to break a tie.

The Chair should continually restate the issue that is being debated on the floor to ensure that all members know what they are discussing. This is particularly important before the vote is made.

If someone in the audience wants to limit debate or feel that the issue has been discussed sufficiently, he can "move the previous question." This motion must be seconded and needs a two-thirds vote to pass.

Once the Chair has explained the motion the group is voting on, he should ask for the ayes and nays. After the voice vote, a member of the group can callout "division," which means that a tally must be made. After the vote, the chairman should again clarify what action has been taken.

The presiding officer should become proficient in the use of general consent. This is a form of voting that can save your group a lot of time. For example, when a motion is made that the Chair feels will cause little disagreement, such as writing a letter of thanks to the education committee; he can ask if there is any objection to the motion. If there is none, the motion passes with no formal vote. If there is even a single objection, the motion must be debated and voted on.

SELECT A PARLIAMENTARIAN

Every group should have a Parliamentarian to refer to for advice. The selection of the Parliamentarian should be left to the presiding officer and should be someone who is not a member of the organization.

And every presiding officer should be well versed in the fundamentals of parliamentary procedure. If your members know more than you do about running a meeting, the result will be chaos. If an unusual situation comes up, take time to adjust to it mentally and look up the rules. But always operate your meetings according to parliamentary procedure. The manner in which you preside will set an example for your association of fairness and courtesy to all members.

HOW TO CONDUCT A CHAPTER MEETING

1. OPENING:

President: "Welcome to the meeting of the _____ Chapter of the Louisiana Credit Union League. My name is, _____, your President." (if your chapter uses a head table, introduce them and any guests at this time.)

"The first order of business is to call the role. Our Secretary, _____, will do so at this time. When your credit union is called, please give us the number of people who are present this evening. Mr./Madam Secretary, please call the role."

(An alternative to this is to have a registration table at your chapter meeting, and register the people as they walk in. In that instance, the role call need not be done during the meeting. The President then could say: All of you should have registered at the door as you came in this evening. If you didn't, please see the Secretary after the meeting. The number of people present will be included in the minutes of this meeting, and will be part of the chapter record.)

(The Secretary then takes roll call, if necessary.)

2. MINUTES OF THE MEETING:

President: "The minutes of our last chapter meeting were given to you in advance. Are there any additions or corrections to those minutes?" (pause) "Hearing none, the minutes stand as printed."

3. TREASURER'S REPORT:

President: "The Treasurer's report was also given to each of you in advance. Are there any additions or corrections to the Treasurer's report?" (pause) "If not, the Treasurer's report stands as printed." (If the Secretary's minutes and the Treasurer's report are not printed in advance, the President should call on the Secretary and the Treasurer to read the minutes and report, ask for any additions or corrections, and approve the minutes and report as read. Motions to approve reports are not required.)

4. PRESIDENT'S REPORT:

President: "At this time I'd like to make a few comments about the happenings since the last time the chapter met." (The President would report anything of interest to the chapter membership. This could include events such as comments on any legislation that may come up that might be of interest to the membership, or to bring up any correspondence that may have come to the President since the last meeting. At this time it would be appropriate

to introduce the other chapter officers, as well as any other guests that may be in the chapter audience.)

5. COMMITTEE REPORTS:

President: (The President should call on any committees who have reports to make. If the reports were not distributed, the President would call on the Chairperson of the committee to read or give the report. The President would then ask for questions from the audience. Hearing none, the President would then ask for additions or corrections to the report. Hearing none, the report would stand as read, or printed.)

6. CHAPTER LIAISON'S REPORT:

President: (The President should call on any liaisons or representative(s) who have reports to make. If the reports are not distributed, the President would call on the representative(s) of the committee to read or give their report. The President would then ask for questions from the audience. Hearing none, the President would then ask for additions or corrections to the report. Hearing none, the report would stand as read, or printed.)

7. LEAGUE DIRECTOR'S REPORT:

President: "We'll now call on our League Director(s) representing our district, Mr./Mrs./Miss, _____ who will give us an update on what's happening on the state-wide level in Louisiana. Mr./Mrs./Miss _____" (The League Director(s) then gives his/her report)

8. OLD BUSINESS:

President: "Mr./Madam Secretary, is there any old business to come before this meeting?" {If the Secretary advises the President that there is none, the President then says:) "Thank you Mr./Madam Secretary".

9. NEW BUSINESS:

President: "We now come to new business. Does anyone have anything of importance to bring up to the chapter at this time under new business?" (pause) "If not, does anyone have anything to bring up before we introduce the program for this evening?" (pause) "If not, we'll go on to our program for this evening." (At this point, introduce whoever will introduce the program.)

10. PROGRAM:

Introducer: "Our topic for this evening is entitled _____. Our speaker(s) is/are. (It is important that the President, or whoever introduces the speaker, have a biography of the speaker, and discusses with the speaker in advance of the meeting how the introduction should be made. The speaker should be introduced at this time.)

11. CLOSING: AFTER THE SPEAKER OR PROGRAM

President: "Does anyone have anything else to bring up before this group?" (pause)
"If not, the next meeting of this chapter will be held on (day and date) at
the (place) at time. We hope to see you all then. This meeting is
adjourned."

TABLE OF MOTIONS

MOTION	SECOND	DEBATE	AMEND	VOTE
<u>MAIN MOTION</u>	yes	yes	yes	M
<u>SUBSIDIARY MOTION</u>	yes	yes	no	M
Postpone Indefinitely	yes	yes	yes	M
Amend	yes	yes	yes	M
Refer To Committee	yes	yes	yes	M
Postpone To A Certain Time	yes	yes	yes	M
Limit Or Extend Debate	yes	no	yes	2/3
Previous Question (Stop Debate)	yes	no	no	2/3
Lay On The Table	yes	no	no	M
<u>INCIDENTAL MOTION</u>				
Leave To Withdraw A Motion	no	no	no	M
Parliamentary Inquiry	no	no	no	C
Division Of Assembly (Vote Count)	no	no	no	C
Divide The Question	no	no	no	M
Object To Consideration Of Question	no	no	no	2/3
Suspension Of The Rules	yes	no	no	2/3
Questions Of Order And Appeal	yes	yes	no	M
<u>PRIVILEGED MOTION</u>				
Call For Orders Of The Day	no	no	no	C
Question Of Privilege	no	no	no	C
Recess	yes	no	no	M
Adjourn	yes	no	no	M
Fix Time Of Next Meeting	yes	no	yes	M
<u>UNCLASSIFIED MOTION</u>				
Take From The Table	yes	no	no	M
Reconsider	yes	yes	no	M
Rescind Or Repeal	yes	yes	yes	2/3

Classified motions above are listed in the reverse order of precedence with the last one having the highest rank.

- M – Majority Vote Required
- 2/3 – Two-Thirds Vote Required
- C – Chair Decides

Example: A motion to adjourn takes precedence over all motions except the motion to fix the time of the next meeting. It must be seconded; may not be debated; may not be amended; and requires a majority vote to pass.

MINUTES

Minutes must contain the following:

1. Name of Chapter and type of meeting, regular or special, as:
 "The regular business meeting of the Chapter was held ..."
2. Date of meeting.
3. Place of meeting.
4. Time of Call to Order.
5. Number present.
6. Presiding officer.
7. Statement that minutes of previous meeting were read and approved.
8. Reports of officers and committees, (regular or special), (Attach copies of printed reports whenever possible.)
9. A record of business transacted.
10. A record of the speaker or program.
11. Time of adjournment.