

# How to Run a Meeting

## Chair will:



1. Call the meeting to order.



2. Ask for introductions.



3. Count members in attendance for a quorum.



4. Ask to approve the minutes.

5. Follow the agenda items:

- Speakers
- Old business
- New business
- Announcements



6. Ask for motion to adjourn.

# More to know about meetings



## What is a quorum?

A quorum is the number of members that must be present in order to do business. If you do not have a quorum, you cannot hold a meeting.

## How do members make a motion?

A motion is a formal decision about an item that is being discussed.

### 1. Ask for a motion and a second.

If no one makes a motion or a second, the item dies.

### 2. Ask for discussion of the motion.

Make changes to the motion if the person making the motion agrees to the changes,

### 3. Read the complete motion.

### 4. Ask for a vote on the motion.

- People in favor (yes)
- People against (no)
- People who abstain (no vote)



## How do members vote?

### 1. Members may vote yes, no, or to abstain.

Members who abstain, do not wish to vote.

### 2. Members may vote in one of these ways:

- Voice or show of hands.
- Roll call (staff reads names and members vote by voice).
- Consensus (everyone agrees).
- Ballot (vote by writing on piece of paper).

### 3. Count all the votes and announce if motion passed or failed.

