

**SETA**

**Head Start**

**HOW TO  
CONDUCT A  
MEETING**

## LET'S GET STARTED

### THE CHAIR PRESIDES:

It is the privilege of the Chair of the Parent Group to preside at meetings. There are steps which the Chair should follow in taking charge of a meeting. They are:

- 1.) Call to Order
- 2.) Consent Items
- 3.) Action Items
- 4.) Information Items
- 5.) Committee Reports
- 6.) Other Reports
- 7.) Adjournment

#### 1.) CALL TO ORDER

The Chair announces:

**"The meeting will please come to order."**

The Chair asks the Secretary to call roll.

The Chair asks the Secretary if there are enough members to establish a quorum. In order to conduct business, it is usually agreed that there must be a certain number of members present. This is called a Quorum. The number agreed upon may vary. In legislative bodies the number is usually "one more than half the members." In smaller groups the number may be reduced to whatever percent the groups agree upon.

If there is no Quorum -- not enough members present -- the Chair says:

**"As there is no Quorum, the meeting is adjourned."**

An informal meeting may be held; however, no action items may be approved.

## 2.) CONSENT ITEMS

Sometimes referred to as General Consent or Unanimous Consent. In cases where there seems to be no opposition in routine business, time can be saved by the procedure of general consent.

The correction and approval of minutes is an example of business that is normally handled by general consent.

The Chair will ask:

**"Are there any corrections to the minutes?"**

Corrections, when proposed, are usually handled by general consent. The Chair will say:

**"If there are no corrections (or "no further corrections"), the minutes stand approved (or "approved as corrected")."**

## 3.) ACTION ITEMS

"Action" means a collective decision made by a majority of the members of a policy group upon a motion, proposal, resolution or order.

Business is brought before an assembly by the motion of a member. A motion is a formal proposal by a member that the assembly take certain action.

## 4.) INFORMATION ITEMS

Information that is of interest to the policy group but does not require action is presented at this point. Some examples of Information Items:

- ❖ Introduction of New Staff
- ❖ Monthly Enrollment Report
- ❖ Monthly Budget Report
- ❖ Monthly Credit Card Expense Report
- ❖ Program Information Summaries
- ❖ USDA Meal/Snack Report
- ❖ Parent Trainings/Workshops/Meetings/Event Updates
- ❖ Parent/Staff Recognition
- ❖ Governing Board Minutes/Board of Directors Minutes/School Board Minutes
- ❖ Community Agency Presentation

## 5.) COMMITTEE REPORTS

Sometimes a large committee needs smaller committees to help them. These smaller committees spend time and study a project and then report to the whole group. These reports are merely advice to the group. They may be accepted, rejected or changed.

Some committees are appointed for a whole year. They are called Standing Committees. Examples might be a Budget/Planning, Personnel/Bylaws, Executive Committees, etc.

Others are appointed for special tasks. These task committees are called Special Committees or AD HOC.

## 6.) OTHER REPORTS

Other information reports from individuals are usually made during this section. No action is required. Some examples of reports are:

- ❖ Director's Report
- ❖ Chair's Report
- ❖ Managers'/Coordinators' Reports
- ❖ Policy Council Report
- ❖ Center Update Report

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the policy group on any item of interest to the public, provided that no action shall be taken on any item not appearing on the agenda. The time may be limited for public testimony on particular issues and for each individual speaker.

## 7.) ADJOURNMENT

When the business of the meeting is finished, the Chair says:

**"If there is no further business, the meeting stands adjourned."**

Any member may introduce a motion to adjourn at any time during the meeting if by so doing he does not interrupt another speaker. He simply says:

**"Mr./Madam Chair, I move we adjourn."**

When the Chair hears the motion seconded, he/she says:

**"It has been moved and seconded that the meeting be adjourned."**

A motion to adjourn is not debatable, so the Chair immediately calls for a vote:

**"All in favor (Aye) of adjourning raise your hand. Those opposed (Nay) raise your hand. Those who abstain raise your hand."**

If the Ayes have it:

**"The motion is carried. The meeting is adjourned."**

If the motion is lost by a majority of no votes, the meeting continues.

If a motion on a business is being debated at the time of adjournment, it comes up as an agenda item at the next regular meeting.

**MOTIONS**  
**HOW TO MAKE THEM**  
**HOW TO PRESENT THEM**

A motion is a way of getting your idea before the group.

**How to Make a Motion**

A proposal for action is made in the form of a motion. After the motion has been made, another member who wishes to be considered says,

**"I second the motion."**

A second merely implies that the seconder agrees that the motion should come before the meeting, not that he necessarily favors the motion.

For example:

**"I move that the Policy Council hear any additional testimony, and take action to close the public hearing and approve the amendments to the PC Bylaws as attached."**

**Steps in Presenting a Motion:**

- 1) Member addresses the Chair
- 2) Member is recognized by the Chair
- 3) Member states his proposal
- 4) Another member seconds the motion
- 5) Motion is restated by the Chair
- 6) Chair conducts discussion
- 7) Chair puts question to vote
- 8) Chair announces the result

## **EXAMPLE OF PRESENTING A MOTION**

When a member is recognized, he or she states his or her motion so that all can hear:

**"I move that the Policy Council hear any additional testimony, and take action to close the public hearing and approve the amendments to the PC Bylaws as attached."**

Another member (without waiting to be recognized) calls out:

**"I second the motion."**

Chair then says:

**"It has been moved and seconded that the Policy Council hear any additional testimony, and take action to close the public hearing and approve the amendments to the PC Bylaws as attached."  
The floor is now open for discussion."**

The motion at this point is said to be pending. During this time, members may rise to agree, disagree, or abstain (member's first last name must be announced for the minutes) with the proposal after being recognized by the Chair. After discussion seems complete, the Chair asks:

**"Is there any further discussion?"**

If not, then the Chair asks for the vote (the question), saying:

**"It has been moved and seconded that the Policy hear any additional testimony, take action to close the public hearing and approve the amendments to the PC Bylaws as attached." All those in favor (Aye), please raise your hand.  
All opposed (Nay), please raise your hand.  
All abstentions please raise your hand."**

Chair then says:

**"The Ayes have it. The motion is carried."**

**OR**

**"The No's have it. The motion is defeated."**

## A GLOSSARY OF PARLIAMENTARY TERMS

The following is a glossary of words used in meetings (definitions are based on how these words may be used):

ABSTAIN	To refrain from voting one way or the other on a motion
ADJOURN	To end the meeting
ADOPT	To approve or accept
AMEND	To change a motion
APPOINT	To assign a person to a job or position
CAUCUS	A meeting of organization leaders in order to decide policy, candidates and or plans; or a meeting of special interest groups or power groups
CHAIR	Position held by Chair or leader of group
COMMITTEE	A small group that studies, reports on, and recommends part of the organization's program
DEBATE	Argument of discussion of something that is open to question
GENERAL CONSENT	A silent, unanimous vote; if even one member objects, the motion must be voted on
MAJORITY OPINION	The decision of most of the voting members of a group or committee
MINORITY OPINION	The decision of less than half of the voting members of a group or Committee
MINUTES	Official record of a meeting
NOMINATE	To recommend a person for election. (Nominations do not require a second.)
PENDING	Undecided, still before the group
PETITION	A formally drawn request often bearing the names of a number of people, which is addressed to a person or a body of persons in power soliciting some sort of right or other benefit



## GLOSSARY (continued)

POINT OF INFORMATION	A way of asking for factual information relevant to the business at hand
POINT OF ORDER	A motion that asks the Chair whether the meeting, or part of it, is being conducted properly
PRO TEM	Latin for “temporary”
PROXY	The authority to vote or act for another member. Not allowed in CAA Boards
QUESTION	To subject to analysis
QUESTION OF PRIVILEGE	A way of addressing personal concerns during the meeting, such as room temperature.
QUORUM	The minimum number of members who must be present for a legal official meeting
RESCIND	To take back, withdraw
RESOLUTION	The act of determination; a policy statement
SECOND	A sign from at least one other voting member of the Board that he thinks the motion should be considered and is willing to second it
STANDING COMMITTEE	A committee that continues from year to year; a permanent committee
SPECIAL (OR AD HOC) COMMITTEE	A committee created to perform a special task and is dissolved when the task is completed and a final report given
SUB-COMMITTEE	A small committee formed within a committee
TABLE	To put off discussion or vote on a motion to a later time, or to another meeting
UNANIMOUS VOTE	When everyone votes the same way
VETO	To disapprove