

How To Have an Effective Meeting

An organization must have well-planned meetings in order to be effective and to accomplish its goals and objectives. It is in meetings that attitudes are created and developed as the members formulate policies, make decisions, and discuss ideas.

"In life there are meetings which seem like a fate."

OWEN MEREDITH

Source: NLC Leadership
Curriculum Guide
NASSP, 1994

SECTION VI

How To Have an Effective Meeting

Student groups often struggle to find time to meet. With competing demands on time, it is essential that meeting time be put to good use. It is in meetings that attitudes are created and developed as the members formulate policies, make decisions, and discuss ideas. A well planned meeting is the key to accomplishing those items of business you need to get done.



GENERAL PRINCIPLES FOR MEETINGS

1. Be familiar with the constitution and by-laws and the concept of the group's activities as part of the total school curriculum.
2. Review the purposes, goals, and objectives of your organization and the kinds of activities that may assist in accomplishing them.
3. Be familiar with school policies and administration guidelines regarding student activities.
4. Understand the relationship of your organization to other organizations in and outside of school.
5. Have a basic handbook for all members of your organization that includes the above items as well as job descriptions, and to which agendas, minutes, and other special information may be added.
6. Always follow a business procedure during meetings.
7. Plan meetings cooperatively with the officers, members, and adviser.

PLANNING A MEETING

The meeting, whether it is of the whole organization or a committee, should have a well-thought-out plan to help ensure that goals are reached. Although meetings take many forms and serve many purposes, they all share some things in common. When planning the meeting, keep these things in mind:

- **Purpose of the meeting.** Every meeting must have a purpose acceptable to its participants. If there is no real reason, don't hold the meeting! Sometimes the purpose is clearly stated, sometimes it's taken for granted. Do you want people to experience something? Learn something? Make decisions? Plan something? Consider various activities that will help accomplish your purpose, and structure your meeting to accomplish the purpose you have in mind.
- **People involved.** Consider who will be present at the meeting. Are they familiar with the business at hand? How motivated will they be to participate? Answering these questions will help determine the activities of the meeting. Then consider who will be leading the activities.
- **Setting.** Plan an atmosphere that will be conducive to participation and productivity. Consider such things as size of room, arrangement of seating, lighting, acoustics, temperature, and equipment needed.
- **Time Limit.** Times of meetings vary greatly. How much can be dealt with in the time available? Plan your agenda so that everything can be handled within the time allowed.

HOW TO HAVE AN EFFECTIVE MEETING

Taking each of these things into consideration when planning the meeting will ensure the meeting is productive.

One of the most important elements necessary for a successful meeting is a well-planned agenda. An agenda should be:

1. Planned with officers and members
2. A written outline of plans for the meeting
3. Listed in the order in which items are to be handled during the meeting, so if time runs out the most important matters will have been addressed.
4. Flexible; changes may be made with the consent of the group
5. Usually in the following order:
 - Call to order
 - Roll call
 - Reading and approving minutes
 - Reports of officers
 - Reports of committees: standing and special
 - Unfinished business
 - New business
 - Program announcements
 - Adjournment

The following planning form will help organize your meeting agenda. After filling it out, the formal agenda can be planned, using whatever format is appropriate to the purpose of the meeting. A checklist is provided to help make sure no details are overlooked.

Source: NLC Leadership
Curriculum Guide
NASSP, 1994

HOW TO HAVE AN EFFECTIVE MEETING

BEFORE THE MEETING PLANNING CHECKLIST

	ITEM	Person responsible
	Members have been notified well in advance the time, date, and location of the meeting.	
	Letters of invitation have been sent to guest speakers or other non-members who are to attend the meeting. Include directions.	
	An agenda is planned and copies are prepared for attendees.	
	There are time estimates of how long each agenda item will take.	
	People who will be leading activities or presenting information during the meeting have been notified ahead of time and understand what is expected of them.	
	Committee reports or other handouts are ready and copied for participants.	
	Room reservations have been made so there will be no conflict with another group trying to use the facility.	
	Necessary equipment (microphone, slide projector, video player, etc.) has been tested to make sure it works.	
	Layout of the room has been checked to make sure activities planned can be carried out there.	
	Appropriate number of chairs, tables, etc. are available.	
	Room set-up arrangements are made.	
	Custodial requests have been made.	
	Name tags are purchased.	
	Copies of previous minutes are prepared.	
	Visual aids are prepared.	
	Refreshments are ordered.	
	Meeting evaluation form is prepared.	
	JUST BEFORE THE MEETING	
	Seating is arranged according to plan.	
	P.A. system is hooked up and working properly.	
	Refreshments are ready.	
	Name tags are available.	
	Agendas are available.	
	Meeting evaluation forms are available.	
	Other materials are available.	
	Greeters are standing at entrance to help with questions.	
	Other:	

CONDUCTING THE MEETING

Good planning is essential for an effective meeting, but it's only the first step. A good facilitator realizes that many things need to be done during the meeting itself to ensure success.

Characteristics of a good meeting

- The purpose of the meeting is clearly communicated.
- Only items that can be handled in the time allowed for the meeting are on the agenda.
- Someone has agreed to be the recorder of ideas presented and decisions made and get copies of those notes to everyone after the meeting.
- No one person dominates the meeting. Everyone is encouraged to participate.
- Real issues are presented and are honestly handled. If people feel that hidden agendas are floating around, encourage them to bring comments into the open.
- Only one issue or subject is handled at a time.
- A solution is not reached until the problem has been adequately discussed and analyzed. Premature motions divide the group and create artificial disagreements.
- Decision-making procedures are clear ahead of time. (Will we take a majority vote? Will we reach consensus? etc.)
- The meeting leader shows no bias and is perceived as neutral.
- The meeting leader involves and encourages everyone to participate.
- All agreements made during the meeting are verified at the end of the meeting, such as chairs appointed, committees formed, etc. Pin down the who, what, when, where on the spot.

Facilitating a Meeting

Much of the success of an effective meeting depends upon a leader who has mastered skills of presiding. Keep these points in mind when presiding over a meeting.

1. Help all to view the process not as a debate, but a quest. Each, including the leader, should expect to come away with his viewpoint modified, with more truth than he/she brought.
2. Center upon real differences. Avoid arguments over technicalities. Do not permit "taking a point of view just for the sake of argument." There are enough real differences if the matter is worth discussing at all.

HOW TO HAVE AN EFFECTIVE MEETING

3. When general and abstract problems are proposed, ask for illustrations. Embody general issues in concrete cases. "Do you remember a specific instance?"
4. Share with the group, at the beginning, a rough outline of the process, so they will feel that they know where they are going. This is in terms of steps of process, rather than outcome, or questions to be raised rather than answers to be attained.
5. The responsibility to initiate discussion when there is none lies with the presider.
6. Keep your eyes open to developments. Watch members and try to catch their non-verbal cues.
7. Avoid tangles over words and definitions. The meaning of any term is not its definition, but the many concrete experiences that have become tied up with the general phrases.
8. Draw out shy people with friendly encouragement.
9. Get brief statements, not speeches. What is wanted is a rapid give-and-take to mold the idea into a form that embodies the concern of the entire group. Facilitate discussion.
10. The leader need not comment on every contribution.
11. Summarize often. Point out how the discussion started; suggest proposals and consideration on all sides. Do not allow members to get confused over issues. Orient and guide.
12. In summaries, bring together the areas upon which all in the group have agreed. Make it clear that no more discussion is needed on those points. This clears the way for real problems.
13. Try to see leadership as a service function for the group, rather than as a characteristic of a "gifted individual." Handle business by general consent.
14. Work for consensus rather than majority control. One person against 100 may still have enough right in her/his idea so that the 100 should make some modification in their attitudes.
15. Trust the group. There is no person in it who is not superior to the rest in at least one respect. The experience of all is richer than the experience of any. The group as a whole can see further and more truly than its best member.

Facilitating Comments

Here are some examples of comments a meeting facilitator could use to promote clear communication and help make sure that the purpose of the meeting is accomplished.

Source: NLC Leadership
Curriculum Guide
NASSP, 1994

- "Let's check that out with the rest of the group."
- "Do you see it differently?"
- "How do you see the problem?"
- "Sounds like that's a problem we ought to address."
- "I still don't have a handle on the real problem. What is it?"
- Boomerang—"What would you like to be doing?"
- "Oh, your perception is . . . (describe). That's how you see the problem."
- "Sounds like this is a real problem."
- "Looks like you're really concerned about this issue."
- "Feels like we're wasting valuable time. What would be a better use of our time?"
- Feeding back what is going on—"Sounds like you're all worn out."
- "What are we doing right now?"
- "Say a little more about that."
- "What's the purpose of this presentation?"
- "Hold on. I think we're talking about two problems, problem ____ and problem ____ . I think they are both important, but let's talk about them one at a time."
- "It's a big agenda today. Do you want to get through the whole agenda? (yes) Okay, if I push too hard, let me know."
- "What do you want to have happen?"
- "Wait a second. We're jumping all around. We're brainstorming, discussing, clarifying, and debating. Let's stay in one phase at a time."
- "That's an important consideration. Let's get that down. I'd like to come back to that after we finish the subject we're on, okay?"

Dealing with problems from group members

As leaders, we sometimes find ourselves working with a group, trying to discuss important matters—and no matter what we do we can't get the group to work constructively together. It is helpful if we can stay calm and analyze what is happening before we react. The following are suggestions you might want to try if a group member appears to be keeping the group from being productive.

If a group member . . .

- talks endlessly and doesn't allow others to participate

You might . . .

- thank her/him for the input and suggest getting the views of others in the group. Politely point out that others need an opportunity to participate.

HOW TO HAVE AN EFFECTIVE MEETING

- must always present the negative side of an issue
- talks about all subjects, whether they are pertinent or not
- gets lost as he/she is trying to make a point
- distracts others by engaging in side conversations
- represents another group
- acts superior to the group
- picks on specific members
- states messages that are judgmental
- is bored or indifferent
- is timid or insecure
- ask for group reactions to the expressed views, or alternate solutions to the problem by another group member.
- call attention to the issue at hand, or say that, because time is limited you'll discuss other issues later. In a non-judgmental way, recommend getting back to the subject at hand.
- in a friendly manner, indicate the digression. Draw attention to the discussion objectives, remind everyone that time is limited.
- call on the talkers by name and either ask an easy question, or restate the last opinion expressed by the group and ask their opinion. Try not to embarrass them. You might casually stand behind them or ask them to share their views.
- ask who she/he is speaking for, ask her/him to discuss the benefits or end results for your group, and compare these to your group's goals.
- ask for other views on issues after indicating the respect that the group holds for that person. Do not overdo this or else the group will resent it.
- ask that personalities be omitted.
- thank member for one point of view. Ask the group for other sides of the issue that should be considered.
- try to draw him/her into the discussion by listing alternate solutions and asking for his/her opinion. Ask the person to lead a discussion.
- draw out the person next to her/him, then ask her/his opinion of the view expressed.

PARLIAMENTARY PROCEDURE

One of the best ways to keep your meeting on track is to use parliamentary procedure.

Advantages of parliamentary procedure are:

1. Justice and courtesy are extended to each person.
2. Only one item of business is considered at a time.

Source: NLC Leadership Curriculum Guide
NASSP, 1994

HOW TO HAVE AN EFFECTIVE MEETING

3. The majority opinion is maintained.
4. The rights of the minority are respected.
5. This is the oldest and best known technique for conducting business (a standardized code).

Disadvantages of parliamentary procedure are:

1. It may become so complicated that it obstructs, restrains, or hinders group discussion or action.
2. It is not universally known or understood.
3. It may not be the best technique for securing ideas and suggestions in regard to the problems involved.
4. It does not encourage creativity.

Student leaders have specific responsibilities for parliamentary procedure:

1. Presiding officers: president and vice-president
 - Call the meeting to order
 - Recognize members
 - Re-state questions
 - Announce results of voting
 - Decide on points of order
2. Secretary
 - Records facts, decisions
 - Puts items of business considered in writing
3. Treasurer
 - Reports on financial condition of the group
 - Advises on the amount of funds available for specific projects
4. Committee chairmen
 - Responsible to council
 - Responsible for committee meetings
 - Responsible for committee reports
 - Responsible for assignment from council
5. Members
 - Use the rules to the best advantage of the group
 - Are informed about the basic rules
6. Parliamentarian
 - Assists the officers with interpretation of the rules
 - Teaches rules to the group at the beginning of each year

Source: NLC Leadership
Curriculum Guide
NASSP, 1994

How it works:

I. The Main Motion

- A. Definition: The main motion is the major proposal or suggestion for action. It is the only way to bring business before the group.

B. Example:

Member: The Member rises, remains standing, waits for recognition, and addresses the chair. "Mr. President?" or "Madam Chairman."

Chairman: Recognize member. "The chair recognizes (member's name if known)."

Member 2: "I second the motion." Seconding member need not address the chair, be recognized, or rise.

Chairman: State the motion. "It is moved and seconded that . . . Is there any discussion?" Members wishing to speak for or against the motion must rise, address the chair, and be recognized. Members generally speak only once, and limit their remarks to pertinent comments. When there seems to be a lull in the discussion the chairman may ask, "Are you ready for the question?" or "Is there any further discussion?" If no one objects, the chairman puts the motion to vote.

Chairman: The chairman again repeats the motion. "It has been moved and seconded that . . . All in favor of the motion say 'Aye.' All those opposed say 'No'." The chairman then announces the results. "The motion is carried," or "The motion is lost." If the chairman is not sure of the vote, he may ask for a show of hands or a standing vote. On some important matters there may be a need for a roll call vote.

- C. Summary: Any member may make a motion after securing the floor and being recognized by the chairman. A motion is out of order if other business is on the floor. A second is needed. The motion is debatable, can be amended, and needs a majority to carry.

II. Subsidiary Motions

- A. Definition: The subsidiary motions in some way alter or change the disposition of the main motion. They are always acted upon before the main motion.

- B. Rank Order: Each subsidiary motion may be acted upon in the order listed below. The further down the list, the higher the priority.

1. Postpone Indefinitely: "I move the matter be postponed indefinitely." A second is required; it is debatable; a majority vote is needed. It is not amendable. This motion gives the opponents of a motion an opportunity to test their strength without risking a

HOW TO HAVE AN EFFECTIVE MEETING

vote on the main motion. If they carry the motion, they can, in effect, kill the motion. If they lose, they still have a chance on the main motion.

2. **Amend Motion:** An amendment to a motion may be made by deleting and/or adding to the main motion. It cannot be contrary to the spirit of the original motion. "I move to amend the motion by striking out the word(s) . . . and inserting the word(s). . . ." A second is required, it is debatable, and can be amended. A majority vote is needed.
3. **Substitute Motion:** A substitute motion ranks as an amendment to the main motion. Its purpose is to strike out the entire motion and insert in its place a more satisfactory motion. The procedure is the same as for an amendment. "I move the following substitute motion: (state the substitute motion)."
4. **Amend Amendment:** In general the same procedure as for an amendment to main motion; however, it is not amendable. It pertains only to the original amendment and cannot refer to any part of the main motion not included in the original amendment. There can only be one amendment to each amendment.
5. **Motion to Refer:** Generally the motion to refer is made to a committee. "I move that this matter be referred to the (state name of the committee)." A second is required; it is debatable and amendable, and requires a majority vote.
6. **Postpone to Set Time:** "I move that we postpone consideration of this motion until (state time)." A second is required, it is debatable and amendable, and requires a majority vote.
7. **Previous Question:** The purpose of this motion is to define the number and time of speeches or speakers. "I move that we limit debate on this question to (time)." A second is needed; it is not debatable, but may be amended, and requires a two-thirds vote.
9. **Table:** The purpose of this motion is to dispose of troublesome questions that will need long debate in order to deal with more important matters. "I move that we postpone consideration of this motion until (state time)," or "I move the question be laid on the table." A second is required; it is not debatable or amendable, and requires a majority vote.

III. Privileged Motions

- A. **Definition:** Privileged motions are of such importance or urgency that they outrank all other motions.
- B. **Rank Order:** The following rank order is suggested. The further down the list, the higher the priority. They are all undebatable.
 1. **Orders of the Day:** The purpose of this motion is to bring the group back to the agenda or planned program. "Mr. Chairman, I

HOW TO HAVE AN EFFECTIVE MEETING

call for the order(s) of the day" or "I move the consideration of the item on the agenda, namely (state)." A second is not required; it is not debatable or amendable; a majority vote is needed.

2. Questions of Privilege: This relates to the personal rights, privileges, and comfort of the members. Business must continue after matter is cared for. A member may interrupt a speaker. He stands and says "I rise to a question of privilege (states question)." The chairman generally decides whether to proceed as requested or to declare suggestions out of order. It is not debatable, amendable, or voted upon.
3. Recess: The purpose is to hold an intermission for meals, counting ballots, etc. If carried, the recess begins immediately. A second is required; it is not debatable, but is amendable only as to the length of time to recess. A majority vote is needed.
4. Adjourn: The purpose is to adjourn to a fixed time or until the next regular or special meeting. "I move we adjourn until (state date, time, and place)." or "I move we adjourn." A second is required; it is not debatable, and is amendable only as to date, time, and place. A majority is needed.

IV. Incidental Motions

- A. Definition: Incidental motions concern matters of procedure arising out of business and must be settled at once.
- B. Examples:
 1. Point of Order: This means that there has been a breach of parliamentary rules, the constitution, by-laws, etc. It is in order at any time; member may interrupt speaker. The point of order is usually decided by the chair without discussion.
 2. Appeal from Decision of the Chair: Used when it is thought the chairman made a wrong decision. Must be made immediately after decision and settled by vote. "I appeal from the decision of the chair (state appeal)." This motion requires a second, is debatable, and needs a majority vote. It is not amendable.
 3. Suspend the Rules: An agreement to temporarily waive rules of order for a specific reason. "I move to suspend the rules in order to. . . ." A second is required and it requires a two-thirds vote. It is not debatable or amendable.
 4. Object: This is used to avoid consideration of an embarrassing, irrelevant, or contentious motion. Must be made before any debate. "I object to the consideration of this motion." It is permissible to interrupt the speaker. A second is not required; it is not debatable, and a two-thirds negative vote is needed.
 5. Division of the House: Verifies by a standing vote, one just taken by voice or hand. The speaker rises and says, "I call for a division

HOW TO HAVE AN EFFECTIVE MEETING

of the house." Chairman decides and proceeds. If abused, the chair may declare the speaker out of order. A second is not required; it is not amendable or debatable.

6. **Parliamentary Inquiry or Information:** A request for information. "I rise to ask a question (states question)." The chairman may refer the question to the parliamentarian, or answer it himself.
7. **Permission To Withdraw Motion:** A request that a motion be withdrawn must be made by person making the motion. Presiding officer decides.
8. **Close Nominations:** Purpose is to close nominations. It must be seconded, but cannot be discussed. A two-thirds vote is needed.

V. Unclassified Motions

A. **Definition:** Unclassified motions are those that are not classified above. These cannot be made if any other matter is pending.

B. **Examples:**

1. **Take from the Table:** This motion brings up for consideration a previously tabled motion. May be used after some other business has intervened but not later than the next meeting. A second is required; it is not debatable or amendable, and needs a majority vote.
2. **To Reconsider:** This motion must be made by a person who voted with the prevailing side of the motion. "I move to reconsider the motion that. . . ." A second is required and a majority vote is needed. Generally it is done later in the meeting after new facts have been presented, or not later than the next regular meeting.

Source: NLC Leadership
Curriculum Guide
NASSP, 1994

Chart for Handling Motions—I

TYPES OF MOTIONS	INTERRUPT SPEAKER	SECOND REQUIRED	DEBAT- ABLE	AMEND- ABLE	VOTE NEEDED	RECON- sider	REMARKS	EXAMPLE
MAIN MOTION	NO	YES	YES	YES	MAJ.	YES	Introduces business or states a proposal for group action.	I move that the club sponsor a dance Friday, November 7.
SUBSIDIARY ¹ MOTIONS Postpone indefinitely	NO	YES	YES	NO	MAJ.	YES ² or NO	Used to test the strength of the main motion. If the motion carries, the main motion is lost.	I move the matter be postponed indefinitely.
Amend motion or substitute motion	NO	YES	YES	YES	MAJ.	YES	Ways to amend: insert, add to, strike out, or strike out and insert. Substitute motion replaces main motion if passed.	I move to amend the motion by striking out the words, "Friday, Nov. 7" and inserting the words, "Saturday, Nov. 22," or, I move the substitute motion, namely, that the dance be on the "22nd of November."
Amend amendment	NO	YES	YES	NO	MAJ.	YES	Pertains only to the part that has been included in amendment.	I move to amend the amendment by striking out the words "Saturday, Nov. 22" and inserting the words, "Oct. 25."
Refer to committee	NO	YES	YES	YES	MAJ.	YES ³	May be assigned to a standing committee or to a committee to be appointed or elected with instructions to investigate, recommend, or take action.	I move that we refer this matter to the social committee.
Postpone to a definite time	NO	YES	YES	YES	MAJ.	YES	Purpose is to delay action to some specific time.	I move to postpone action on this matter until our next meeting.
Limit debate previous question	NO NO	YES YES	NO NO	YES NO	2/3 2/3	YES NO	Applies to main motions only, except when others are specified. Purpose is to limit or stop debate.	I move the previous question, namely, the main motion.
Table	NO	YES	NO	NO	MAJ.	NO	Purpose is to postpone for more pressing business until later in the meeting or until next meeting. See: To Take from Table.	I move to table the motion.
PRIVILEGED MOTIONS ⁴ Orders of the day Refer to the agenda	YES	NO	NO	NO	MAJ.	NO	Demand conforming to agenda.	I call for the orders of the day; or, I move that we consider the topic on the agenda, namely, . . .
Question of privilege	YES	NO	NO	NO	CHRMN.	NO	Purpose is to bring up an urgent matter on rights of members, i.e., noise, disturbance, etc.	I rise to a question of personal privilege.
Recess	NO ⁵	YES	NO	YES	MAJ.	NO	Intermission as for meals, counting ballots, etc.	I move we have a 10 minute recess to count the ballots.
Adjourn	NO ⁵	YES	NO	NO	MAJ.	NO	Purpose is to terminate the meeting.	I move we adjourn.

¹ Subsidiary motions change in some way the main motion. They have precedence in the order in which they are listed. The further down the list, the higher the priority.

² Yes, if positive. Negative vote cannot be reconsidered.

³ Motion to refer to a committee can be reconsidered only before committee has begun consideration of the question.

⁴ Privileged motions have precedence over main motions. The further down the list, the higher the priority.

⁵ May interrupt in an emergency. Privileged when other business is before the house; otherwise, treat as a main motion.

Chart for Handling Motions—II

TYPES OF MOTIONS	INTERRUPT SPEAKER	SECOND REQUIRED	DEBAT- ABLE	AMEND- ABLE	VOTE NEEDED	RECON- sider	REMARKS	EXAMPLE
INCIDENTAL MOTIONS⁶ To rise to a point of order	YES	NO	NO	NO	CHRMN.	NO	This means that the person feels that there has been a breach of parliamentary rules or decorum.	I rise to a point of order. (state point) I believe that it is not within school policy to hold school-sponsored dances outside of the Village of Chagrin Falls.
To appeal from the decision of the chair	YES	YES	YES	NO	MAJ.	YES	Must be made immediately. Used when it is thought that the chair has made an incorrect decision.	I appeal from the decision of the chair. (State appeal.)
To suspend a rule	NO	YES	NO	NO	2/3	NO	An agreement to temporarily change the order of business. If there is no objection, the chairman may call for a vote.	I move to suspend the rules in order to allow the speaker his full thirty minutes.
Object to consideration of motion	YES	NO	NO	NO	2/3 NEG.	NO	Applies to main motion only, and must be made before any debate.	I object to the consideration of this motion.
Division of house	YES	NO	NO	NO	CHRMN.	NO	Verifies by hand, standing, or roll call vote the decision of the chair.	I call for a division of the house.
Parliamentary inquiry information	YES	NO	NO	NO	CHRMN.	NO	An inquiry or request is addressed to the chair, but if permission is granted may be addressed to other members of the group.	I rise to a parliamentary inquiry, or, I rise for information (state question); or, May I have the chair's permission to ask a question? (State the question).
Withdraw motion	NO	NO	NO	NO	CHRMN.	NO	A withdrawal of a motion is made by member making motion before discussion or with general consent before the vote.	I request permission to withdraw my motion, namely . . . (state the motion).
To close nominations	NO	YES	NO	YES	2/3	NO	The chairman may close nominations without a vote after giving the group the opportunity to make more nominations.	I move the nominations cease.
UNCLASSIFIED MOTIONS⁷ To take from table	NO	YES	NO	NO	MAJ.	NO	The purpose is to bring up for debate motions which have been tabled earlier. ⁸	I move the motion, namely (state motion), be taken from the table.
To reconsider	YES	YES	YES ⁹	NO	MAJ. .	NO	Motion to reconsider may be made only by a person who voted on the prevailing side. Must be made during meeting or at next meeting.	I voted with the prevailing side of the motion which (state motion), and move to reconsider the action taken; or, move to have the matter reconsidered at the next meeting.
To rescind or repeal	NO	YES	YES	YES	2/3 (unless previous notice is given)	YES	The purpose is to rescind or repeal previous action. May be done with majority vote if prior notice is given.	I move that we rescind the motion (state motion), which was passed at the meeting of (date).

⁶Incidental motions have equal rank. They have no precedence or priority except to those motions to which they apply.

⁷Unclassified motions cannot be made if any other motion is pending. They concern action which has been taken or deferred.

⁸Must be made during the meeting or at the next meeting.

⁹When motion is debatable.

Maria Cameron, Adams City High School, Colorado

Source: NLC Leadership
Curriculum Guide
NASSP, 1994

HOW TO HAVE AN EFFECTIVE MEETING

What the Terms Mean

ADDRESS THE CHAIR means to speak to the presiding officer.

ADJOURN means to dismiss or end a meeting.

AGENDA means a list of items to be done or dealt with at a meeting.

AMEND means to change or modify a motion.

BALLOT means to vote by the casting of a written ballot.

CHAIR means the presiding officer of the meeting.

DIVISION OF THE HOUSE means a standing vote called for by a member.

EX-OFFICIO means by virtue of office, as "The president is 'ex-officio' member of that committee."

HOUSE means the club or organization.

LAY QUESTION ON THE TABLE means to put aside a motion for further consideration at another meeting.

MAJORITY VOTE means the votes of more than half the members present voting at the meeting (unless otherwise stated).

MEETING means a gathering of the organization's members.

MINUTES means the record or report of work of each meeting kept by the secretary.

MAKE A MOTION means to propose a certain project by done by the organization. Say "I move that we . . ."

NEW BUSINESS means business that has been brought up for the first time.

NOMINATION means suggesting the name of a person for an office to be used at a time of election. It is not a motion and requires no second.

OBTAIN THE FLOOR means to obtain the right to speak, permission and recognition being given by the chairperson. No one may speak unless recognized by the chairperson.

POINT OF ORDER means seeking to clarify or correct procedure or business.

PRO-TEM means for the time being, as "She/he is secretary pro-tem," acting in place of the secretary who is absent.

THE QUESTION or **CALL FOR THE QUESTION** means the motion before the assembly. When members wish to close the discussion and put the matter to a vote they may "call the question."

QUORUM means the number of members necessary to carry on the business. Refer to your organization's constitution for number for majority.

REFER TO A COMMITTEE means to put certain work in the hands of a small group of people which is better able to consider the matter than the whole organization. The committee must report its results at a later meeting.

SECOND means an indication that at least a second person is in favor of discussing a motion. All motions must be "seconded."

Source: NLC Leadership
Curriculum Guide
NASSP, 1994

HOW TO HAVE AN EFFECTIVE MEETING

SPECIAL COMMITTEE means a committee appointed for some particular purpose.

STANDING COMMITTEE means a committee provided for in the constitution, usually appointed for one year.

UNFINISHED BUSINESS means business that has been carried from a previous meeting.

WITHDRAW A MOTION means a motion permitting a previous motion to be withdrawn. It is not debatable, and cannot be amended, but may be reconsidered.

ALTERNATIVES TO PARLIAMENTARY PROCEDURE

If your small group chooses not to follow the strict form of parliamentary procedure, it might use some form of "interactional discussion." Interactional discussion in small groups involves direct, easy interchange. Members speak up without waiting for recognition by the leader, and each communicator is aware of every other person and his or her reaction.

Interactional discussion has many variations. Among them are: action planning, interaction method, informational conferences, roundtable discussions, panel discussions, symposiums, buzz groups, cooperative investigation, brainstorming, operation under house rules, lecture-presentation, and open forums.

Action Planning

This informal strategy helps groups make plans to achieve goals. A team of people develops a new action plan to handle a situation or solve a problem, or evaluates and updates an existing plan. Each team fills in a job chart that details each member's task responsibilities. Consensus without formal voting is usual.

Interaction Method

This system uses a facilitator and recorder to post the group agenda, give ground rules, and help with interaction and participation. The facilitator keeps the group focused and keeps it on track. The recorder writes down group member ideas on butcher paper, posted so people can clearly see their recorded words. This method is effective because it fosters participation of all members of the group, and consensus is built by sharing ownership of plans.

Informational Conferences

An informational conference is a scheduled meeting at which all participants share their personal knowledge or experience to make both the group and the individuals composing it more efficient in their work.