RUNNING EFFECTIVE MEETINGS

One of the most basic things that an organization does is to conduct business. There are many ways to do this, but few have proven more successful than calling a meeting. It is my intent in the following information to provide you with enough information to run an effective meeting by covering a sample agenda, and *Robert's Rules of Order*.

If you have not already done so you may want to use your first meeting as a time to set up the by-laws and/or constitution that your organization will be governed by. This may also be a good time to develop an organizational structure (President, VP, Treasurer...) that sets up the leadership for your group. This is often done at the first meeting, and here's an agenda of a standard meeting.

Sample Agenda
Your High School DECA Chapter
Meeting Date, Year

1. Call to Order   President
2. Invocation (Optional)   Chapter Officer
3. Pledge of Allegiance   Chapter Officer
4. DECA Creed   Chapter Officer
5. Role Call (Can be done silently)   Secretary
6. Reading/Approval of Minutes   Secretary/President
7. Officer's Reports   Each Officer
8. Committee Reports   Committee Chairpersons
   a. Finance
   b. Promotions
   c. Social
   d. Special Committees
9. Unfinished Business   President
10. New Business   President

Every meeting needs to have someone who is in control. In most meetings this person is the highest-ranking officer or a chapter advisor and is referred to as "The

Chair." It is the responsibility of the Chair to set the meeting agenda and to monitor discussion to make sure that those who wish to participate get a chance to be heard.

This agenda is a good system to follow for running your meetings. Not all of the items on this agenda may need to be done every meeting, but the choice is up to you as to what you may add or remove from this process.

Also, in running your meeting it is very important that you keep order and efficiency, while allowing for full discussion of agenda items. The most recommended way to do so is by using *Robert's Rules of Order*. The following are a list of the motions and their effect on the flow of the meeting.

In making a motion, you must state it as follows:
Member: *I move that/to (state the idea).*
Often a second is required and is stated as follows:
Different member: *"I second the motion."*
In regard to debate the chair is to state:
Chair: *It has been moved and seconded that we (restate the idea). Is there any discussion?*
If during discussion a member would like to make an adjustment to the motion, they must state their amendment as follows:
Member: *I move to amend the motion to be (state the amended version of the idea).*
Again the chair is responsible for controlling discussion on the amendment. THIS AMENDMENT MUST BE VOTED UPON BEFORE YOU MAY VOTE ON THE ORIGINAL MOTION. If the amendment is successful the main motion is amended and can still be discussed, time permitting. If the amendment fails, discussion can continue as before, time permitting.
Once the chair closes discussion the motion may be voted upon. The chair states:
Chair: *Discussion is now closed on the motion. I now call for a vote. All those in favor please say 'Aye.' All those opposed say 'Nay.' The (Ayes or Nays) have it. Motion (Carries or Fails).*

Hopefully this information has been helpful in your understanding of how to run an effective meeting. If you have further questions please consult your Chapter Handbook, Chapter Advisor, State Officer, National Officer, or look for more information online at www.deca.org.

Summary of Motions

Kind Of Motion	Interrupt Speaker	Second Required	Debatable	Amendable	Vote Required	Purpose
Privileged Motions						
Fix time to adjourn	No	Yes	No	Yes	Majority	Sets definite continuation time
To adjourn (unqualified)	No	Yes	No	No	Majority	To end meeting
To take a recess	No	Yes	No	Yes	Majority	To briefly interrupt meeting
Question of privilege	Yes	No	No	No	Chair rules	To obtain urgent action immediately
Call for orders of day	Yes	No	No	No	None	To secure adherence to business
Subsidiary Motions						
Lay on the table	No	Yes	No	No	Majority	To temporarily set aside an item of business
Previous question	No	Yes	No	No	2/3	To close debate immediately
Limit or extend debate	No	Yes	No	Yes	2/3	To provide more or less time for debate
Postpone indefinitely	No	Yes	Yes	No	Majority	To keep motion from coming to a vote
Postpone definitely	No	Yes	Yes	Yes	Majority	To delay action
Refer to committee	No	Yes	Yes	Yes	Majority	To place business in hands of a committee
Amend	No	Yes	Yes	Yes	Majority	To modify a motion
Main Motion						
General	No	Yes	Yes	Yes	Majority	To introduce new business
Specific: Take from the table	No	Yes	No	No	Majority	To continue consideration of question
Reconsider	Yes	Yes	Yes	No	Majority	To allow another vote on the question
Rescind	No	Yes	Yes	Yes	2/3	To repeal previous action
Adopt report or resolution	No	Yes	Yes	Yes	Majority	To declare facts, opinions or purposes as an assembly
Adjourn (qualified)	No	Yes	Yes	Yes	Majority	To end meeting
Create orders of day (special)	No	Yes	Yes	Yes	2/3	To set future time to discuss a special matter
Amend (constitution, etc.)	No	Yes	Yes	Yes	2/3	To modify or alter

Summary of Motions (continued)						
Kind Of Motion	Interrupt Speaker	Second Required	Debatable	Amendable	Vote Required	Purpose
Incidental Motions						
Suspend rules	No	Yes	No	No	2/3	To permit action not possible under rules
Withdraw motion	Yes	Yes	No	No	Majority	To withdraw motion before voted on
Read papers	Yes	Yes	No	No	Majority	
Object to consideration	Yes	No	No	No	2/3	To prevent wasting time on unimportant business
Point of order	Yes	No	No	No	Chair Rules or majority	To enforce rules of organization
Parliamentary inquiry	Yes	No	No	No	None	To ascertain correct parliamentary procedure
Appeal from decision	Yes	Yes	Limited	No	Majority	To insure majority of assembly supports ruling of chairman
Division of house	Yes	No	No	No	1 member	To secure a counted vote
Division of question	No	Yes	No	Yes	Majority	To secure more careful consideration of parts