



Club and Organization Leadership Retreat

Hillsborough Community College Ybor City
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I. Meeting Keys

A. The Problem with Meetings

1. Meetings are _____ or _____.
2. Make the meeting _____ and _____ with lots of _____.
3. A _____ welcomes people to the meeting.
4. Have _____ to give the attendees a chance to meet other people.
5. Call the meeting to order on _____!
 - A. Have _____ playing.
 - B. _____ the meeting and post it so members can access it later if they could not attend live.
 - C. Lead a group _____ such as the Pledge of Allegiance.
 - D. Recite club or organization _____.
 - E. Have an invocation, humorous story, thought of the day, or this day in _____.
 - F. Offer member _____ in the form of the "membership minute".
 - G. _____ report on their activities and items of interest.
 - H. Introduce special _____.
 - I. Have the greeter introduce other guests and meeting _____.

- J. _____ report on their area of responsibility and upcoming activities.
- K. Recognize _____, big accomplishments, milestones.
- L. End the meeting on _____!

B. Mock Meeting

II. Running Meetings | Basic Agenda

- A. **Call to** _____ – Start of the meeting
- B. _____ – The number that must be present to hold a meeting
- C. **Presentation of the** _____ – Record of the previous meeting
- D. _____ **Reports** – Officers report on their activities, concerns, needs, etc.
- E. _____ **Reports** – Committees report on their activities, concerns, needs, etc.
- F. _____ **Business** – Items left over from previous meetings
- G. _____ **Business** – New items for consideration
- H. _____ – Information for the benefit of the organization
- I. _____ – End of the meeting

III. Parliamentary Procedure | Basics

Robert’s Rules of Order, Newly Revised is typically defined as the resource for anything not covered in the governing documents.

Members can:

- A. Present motions: “_____.”
- B. Second motions: “_____.”
- C. Debate motions: “_____”
- D. Vote on motions: “_____/_____/_____” (or “Yes/No/Meh”)

Motions are how things get done!

IV. Parliamentary Procedure | Proposals

To get a _____ on the floor:

- A. The chair recognizes the speaker.
- B. The speaker says, “I move.”
- C. The chair calls for a second.
- D. Someone says, “I second.”
- E. The chair calls for discussion.
- F. The motion is discussed.
- G. The chair calls for a vote.

V. Parliamentary Procedure | Tips

- A. A motion should be made before _____ of a topic.
- B. Only _____ motion can be considered at a time.
- C. The person making the motion gets to _____ about it first, then the person who made the _____.
- D. Motions can be _____ if members want to make changes to it. Amendments are done the same way as motions. Once a motion is amended, you can only talk about that part of the motion.
- E. Amendments to the motion must be _____ on before going back to the main motion. If the amendment is _____, then it becomes part of the main motion. If _____, then you go back to the original, main motion.
- F. After all of the discussion, take a vote: usually a _____ vote passes the motion.
- G. There are three common ways to move to a _____:
 - a. By _____ consent
 - b. By seeing no _____ discussion, the Chair calls for a vote
 - c. By _____ debate
 - i. “_____ the question”: requires there to be no objection to ending debate. If there is a single objection, debate must continue.

- ii. “_____ the previous question”: requires a second, there is no debate on the motion, and takes a 2/3 majority to approve.

VI. Listening and Civil Discourse

A. Listening

- 1. Listening is not _____ for your turn to _____.
- 2. What people _____ is important to them and needs to be important to you.
- 3. Improve your listening skills by _____ on what you are hearing and be _____ in what they are saying.

B. Civil Discourse

- 1. Requires _____ of the other participants.
- 2. Does not diminish the other’s _____ worth nor questions their good _____.
- 3. Avoids _____ direct _____, or excessive _____.
- 4. Requires _____ and an appreciation of the other participant’s _____.
- 5. Keep _____ in check and _____!

Notes: