Club and Organization Leadership Retreat

Hillsborough Community College Ybor City

Dave Kelly | America's Student Leadership Trainer[sm]

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 _____.

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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!

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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.

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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:

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