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## **Running Better Organizations**

*Dave Kelly | America's Student Leadership Trainer<sup>sm</sup>*

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**Running Meetings:** Good meetings, whether \_\_\_\_\_ or \_\_\_\_\_ are vital to the success of your club/organization. They provide \_\_\_\_\_ and \_\_\_\_\_ and have big impact on membership retention and \_\_\_\_\_.

### **Basic Agenda**

- I. **Call to** \_\_\_\_\_ – Start of the meeting
- II. \_\_\_\_\_ – The number that must be present to hold a meeting
- III. **Reading of the** \_\_\_\_\_ – Record of the previous meeting
- IV. \_\_\_\_\_ **Reports** – Officers report on their activities, concerns, needs, etc.
- V. \_\_\_\_\_ **Reports** – Committees report on their activities, concerns, needs, etc.
- VI. \_\_\_\_\_ **Business** – Items left over from previous meetings
- VII. \_\_\_\_\_ **Business** – New items for consideration
- VIII. \_\_\_\_\_ – Information for the benefit of the organization
- IX. \_\_\_\_\_ – End of the meeting

### **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:

1. Present motions: “\_\_\_\_\_.”
2. Second motions: “\_\_\_\_\_.”
3. Debate motions: “\_\_\_\_\_”

4. Vote on motions: “\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_” (or “Yes/No/Meh”)

**Motions are how things get done!**

**Parliamentary Procedure | Proposals**

To get a \_\_\_\_\_ on the floor:

1. The chair recognizes the speaker.
2. The speaker says, “I move.”
3. The chair calls for a second.
4. Someone says, “I second.”
5. The chair calls for discussion.
6. The motion is discussed.
7. The chair calls for a vote.

**Parliamentary Procedure | Tips**

1. A motion should be made before \_\_\_\_\_ of a topic.
2. Only \_\_\_\_\_ motion can be considered at a time.
3. The person making the motion gets to \_\_\_\_\_ about it first, then the person who made the \_\_\_\_\_.
4. 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.
5. 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.
6. After all of the discussion, take a vote: usually a \_\_\_\_\_ vote passes the motion.
7. 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.

**Virtual Meetings & Events**

- A. Check all the \_\_\_\_\_ before you start:
  - 1. Run an \_\_\_\_\_ check – is there an echo?
  - 2. If using a \_\_\_\_\_, test it. You may have to click the cursor on the first slide for the platform to advance the power point.
  - 3. Use an \_\_\_\_\_ cable for better internet connection.
- B. Provide an emergency contact \_\_\_\_\_ for people to call if they cannot access the meeting. [Many platforms provide a call-in number]
- C. \_\_\_\_\_ the session so members who could not attend live can watch it later – even after you go back to in-person meetings.
- D. Suggest everyone keep their \_\_\_\_\_ on for accountability and personal connection.
- E. Start the \_\_\_\_\_ by asking each person how they are doing and to find out what’s new.

**Effective Officer Transitions**

- 1. Writing effective \_\_\_\_\_ is of value to every organization. They should include:
  - a. Time the meeting began and ended.
  - b. Summary of events during the meeting.
  - c. Exact detail of actions taken, including motions.
  - d. Who was in attendance at the meeting.
  - e. Future plans, programs, and activities.

2. Create a \_\_\_\_\_, using tabbed dividers.
  - a. \_\_\_\_\_.
  - b. Sample \_\_\_\_\_.
  - c. Sample \_\_\_\_\_.
  - d. \_\_\_\_\_ of the year's activities.
  - e. Who to \_\_\_\_\_.
3. Meet with your \_\_\_\_\_. Give them the ins and outs, the good and the bad, goals accomplished and what is still left to do. And get their \_\_\_\_\_ info! [Email, phone, social media, etc.]
4. Give a copy of all materials to the \_\_\_\_\_. When I was Circle K District Administrator, we found that 20-25% of the new officers elected in the spring either didn't \_\_\_\_\_ in the fall or just fell of the \_\_\_\_\_. Those resources and materials may be lost in those cases.
5. Be focused and \_\_\_\_\_ with your transition and you will ensure the continued \_\_\_\_\_ of your club or organization. ***This is your legacy!***

### Planning Your Own Leadership Retreat

- A. Determine if you are going to do it \_\_\_\_\_ or \_\_\_\_\_.  
If in-person, where are you going to hold it?
- B. Review the roles and responsibilities of each \_\_\_\_\_.
- C. Do a \_\_\_\_\_ session for the organization, the executive board, and each position.
- D. Have \_\_\_\_\_ to allow people to interact and get to know each other. Gently nudge them from their comfort zone.
- E. Pass on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, etc.
- F. Have strong \_\_\_\_\_ but make the learning \_\_\_\_\_!

**Membership Invitation Program for Recruitment**

- A. Ask faculty to \_\_\_\_\_ students for certain types of clubs and orgs, or even specific groups like student government. You are using their \_\_\_\_\_ of influence!
- B. Send a \_\_\_\_\_ to the student letting them know they have been nominated and invite them to join.
- C. Download a free template of the letters, agendas and other resources you will need at <https://bit.ly/3ovZYXD>

**Visionary Leadership for Your Club/Organization**

- 1. A visionary leader sees \_\_\_\_\_ for change, how the world could be, and courses of \_\_\_\_\_ to make change.
- 2. Seek to change culture from \_\_\_\_\_ to \_\_\_\_\_.
- 3. Have \_\_\_\_\_ on what the result you want.
- 4. Engage in \_\_\_\_\_.
- 5. To create your vision:
  - a. Establish a \_\_\_\_\_, the over-arching objective that you have.
  - b. Set \_\_\_\_\_ to achieve that vision.
  - c. Create \_\_\_\_\_ that will move you towards the accomplishment of your goals.
  - d. Use this acronym to help you achieve your goals and plans:

**S** \_\_\_\_\_  
**M** \_\_\_\_\_  
**A** \_\_\_\_\_  
**R** \_\_\_\_\_  
**T** \_\_\_\_\_

**Confidence as a Leader: Finding Your Purpose**

1. What is the earliest leadership responsibility you can remember having:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From this I learned: \_\_\_\_\_

\_\_\_\_\_

2. What are some barriers, challenges, and obstacles that leaders face?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What are ways to overcome barriers, challenges, and obstacles to leadership?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Confident leaders have a \_\_\_\_\_ attitude. I practice a positive attitude through \_\_\_\_\_.

\_\_\_\_\_ creates \_\_\_\_\_.

Turn your \_\_\_\_\_ into \_\_\_\_\_.

The \_\_\_\_\_ is in the \_\_\_\_\_.

5. Your Gold Watch Ceremony

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Your Campus Legacy

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*“Choose to make your imagination your ally. You do have a say about what pictures live in your head—and you can choose the most positive images to shape your life.” Jane Seymour, Actress*

7. \_\_\_\_\_ to build confidence. \_\_\_\_\_  
those things that you claim \_\_\_\_\_ over what you \_\_\_\_\_ now,  
or that you will have in the \_\_\_\_\_.

8. Say \_\_\_\_\_ out loud \_\_\_\_\_ times per day.  
My Daily \_\_\_\_\_:

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9. Watch for \_\_\_\_\_ moments and opportunities.

10. Five (5) Key Points to Confidence in Finding Your Purpose

a. \_\_\_\_\_  
*“Obstacles are those frightful things you see when you take your eye off your goal.” Henry Ford*

b. \_\_\_\_\_  
*“Whatever you can do or dream you can, begin it. Boldness has genius, power, and magic in it.” Johann Wolfgang von Goethe (1749-1832)*  
*“Make mistakes while the stakes are not too high.” David A. Kelly*

c. \_\_\_\_\_: \_\_\_\_\_ and \_\_\_\_\_  
*“You are never given a wish without also being given the power to make it come true.” Richard Bach, Illusions*

d. \_\_\_\_\_ and \_\_\_\_\_  
*“Opportunity is missed by most people because it is dressed in overalls and looks like work.” Thomas Edison, 1847-1931*

e. \_\_\_\_\_:  
*“Here is a test to determine if your mission on earth is finished: If you’re still alive, it isn’t.” Richard Bach, Illusions*

*“Some people say I have attitude - maybe I do. But I think you have to. You have to believe in yourself when no one else does – that makes you a winner right there” Venus Williams, Tennis Champion*