

AOA Paraoptometric Section State Leaders Guidebook

Section Two:

Meeting Protocol

State Association Guideline

Chapter 1: Meeting Protocol

1. The basic principles of Robert's Rules of Order are:
 - **Someone has to facilitate or direct the discussion and keep order.**
 - **All members of the group have the right to bring up ideas, discuss them, and come to a conclusion.**
 - **Members should come to an agreement about what to do.**
 - **Members should understand that the majority rules, but the rights of the minority are always protected by assuring them the right to speak and to vote.**

2. Taking Up Business One Item at a Time
 - **Each meeting follows an order of business called an *agenda*.** Everything on the agenda is reviewed in its proper order and disposed of before members go on to the next item on the agenda.
 - **Only one main motion can be pending at a time**
 - **When a main motion is pending, members can make motions from a class of motions called *secondary motions*.** When a secondary motion is brought up, it takes precedent over the main motion until it is resolved. (*secondary motions are usually meant to amend or refer or postpone a main motion.*)
 - **Only one member can be assigned to the floor at a time.**
 - **Members take turns speaking.**
 - **No member speaks twice about a motion until all members have had the opportunity to speak.**

3. Information Necessary to Start a Meeting.
 - **Planning and using agendas.** An agenda is an outline of items, listed in order of importance, that are to be accomplished at the meeting. When preparing an agenda, review the minutes of the previous meeting and look for items that weren't finished or needed further discussion. Check with other members or officers for items of business they may want to add to the agenda.
 - **Quorum.** A quorum is the minimum number of members who must be present in order to conduct business. A quorum is a majority of the entire membership. This number should be stated in the bylaws and the presiding officer should know what that number is. If a quorum is not met the meeting should not be conducted.

4. Running a Meeting Start to Finish
 - **Call to Order.** The meeting begins when the president or chair person calls the meeting to order with one tap of the gavel. Members should immediately sit down and come to order.
 - **Reading and Approval of Minutes.** After the minutes are read by the members (or the secretary may stand and read the minutes), the president or chairman asks if there are any corrections. If there are no corrections the minutes are approved as read. If there are corrections and there are no objections to the corrections, the minutes will be approved *as corrected*.
 - **Reports.** The next business is the reports of the officers or council members. After all the reports of the officers are given, the option of discussion is given. After the discussion the reports are filed with the secretary. The next business is the committee reports. The committees read their reports and the

president or chairman asks if there are any questions. Members are then free to ask questions. After the questions, the committees report is filed with the secretary. If a committee makes a recommendation of action, there needs to be a motion. If the members adopt the motion, the action is then carried out.

- **Old Business/Unfinished business.** If there is unfinished business the president or chairman will have it on the agenda and at this time will read the unfinished business and ask for discussion. Members then discuss and vote on the motion. The president or chairman does not ask for unfinished business.
 - **New Business.** This is new items that have not been discussed. If there is no new business the president or chair person can ask if there is any new business. Members always have the right to bring forward ideas or business for the entire membership to discuss, which they do by making a main motion. Ideas are not first discussed and then a motion made. Members can only present one motion at a time.
 - **Adjourning the Meeting.** After all items of discussion are addressed, the president will adjourn the meeting.
5. Follow up.
- **Conference Calls/E-mails.** Between meetings the membership or boards can communicate through monthly conference calls or by e-mails. This is a good way to keep in touch and to follow through with tasks presented at meetings.
6. Miscellaneous Items.
- **Always promote courtesy, justice, impartiality and equality.** The presiding officer should call the meeting to order on time. Members should stop all conversations once the meeting has been call to order. Always refer to other members and officers in the third person. Refer to officers by their title, for example, Mr./ Madame President or Mr./ Madame Chairman. Members should refer to each other by saying “the previous speaker”. This prevents personalizing the meeting. Members listen when others are speaking. Members have a right to have notice of all meetings. Members have a right to be informed of the work of the organization.

AOA Paraoptometric Section
State Relations Committee Agenda
March 10, 2010

**Sample
Agenda**

- I. **Call to order**
- II. **Welcome/Attendance**
- III. **Minutes**
- IV. **Old Business**
- V. **New Business**
 - a. Update of guidebook
 - New title for maintaining membership
 - Basecamp
 - b. State leaders call schedule for 2010
 - Ideas for Promoting calls
 - Ideas for Follow through on calls
 - c. Upcoming State leaders Call topics to be covered
 - Update of guidebook
 - State leaders call schedule for 2010
 - Paraoptometric Skill Builder
 - State Leaders Meeting/Breakfast at OM
 - Two new education modules available
 - Knowledge+
 - Facebook
 - Update on State Affiliate Membership Recruitment award
 - d. State Leaders Meeting/Breakfast at OM
 - Update leader information for invitations
 - Social Networking tools and how to use them- Handout for Meeting?
 - Displays from states
 - Tips from strong states
 - e. Update on State Affiliate Membership Recruitment award
 - Points earned so far
- VI. **Adjournment**