How to Run Your Meeting

Erica Hamblen, VP of Training

Hillsborough County Council of PTA/PTSA's

August 23, 2023

Objectives

- Types of meetings

- Running meetings efficiently:

  - Committee (or planning) meetings vs Formal meetings

  - How to establish an agenda

  - How to use parliamentary procedures

- Resources

TYPES OF MEETINGS

	EXECUTIVE COMMITTEE	BOARD OF DIRECTORS	GENERAL MEETINGS	COMMITTEES
Who can attend?	Elected Officers	Elected Officers Standing Committee Chairs, Principal, Teacher Liasions	Everyone is welcome	Committee Chair, President or any EC officer as requested by President, committee members
Who can vote?	Elected Officers	Executive Board Members	Members who have been a member for at least 30 days.	Same as above
What is the quorum?	Majority (50% + 1)	Majority (50% + 1)	10 members	N/A
How often?	Call of the president or majority of the EC members.	1x month	3x year; each one requiring a minimum of 10 days notice	As needed for the purposes of the committee work.
Role	Transact emergency business in the interval between BOD meetings Appoint Committee Chairs	Transact necessary business between General Meetings Create standing & special committees, Approve POW, Prepare budget, Approve bills, Present reports at general meetings.	Approve budget, appoint nominating committee, elect new officers, and any other business requiring a vote of membership.	To plan events, manage programs, executive any task as needed. All POW must be presented to the BOD for approval.

Committee Meetings *vs* Formal Meetings

Committee Meetings (aka planning)

- All ideas are good
- Build on the ideas of others. Use "yes, and"; avoid "no, but"
- Defer judgement of ideas during planning
- Keeping budget & resource constraints in mind
- Establish a time limit

Formal Meetings (BOD or GM)

- Be concise and to the point
- Follow your agenda
- Purpose is to make decisions, lengthy discussion is for committees
- Share new information, do not repeat old information
- Your BOD should be ready with their reports

Agenda

Establish your Agenda

- Provide one for every meeting
  - Provide in advance
  - Be sure to include all accompanying documents – old minutes, treasurer's report, etc.
- President sets the agenda
  - Work with the Recording Secretary
  - Review prior minutes for unfinished business

Quick Agenda Structure (GUIDE ONLY)

- Call to order
- Quorum
- Approval of minutes
- President remarks
- Treasurer's Report
- Officer & Committee Reports
- Unfinished (old) business
- New business
- Announcements
- Adjournment

Establish Meeting Norms

- Start and end on time

- Ask those present to refrain from side talk

- State who may ask for a motion

- If topics not on agenda are brought up – table them for new business or to discuss at a more appropriate time

- If norms are not upheld, speak up

Examples

- Virtual - request everyone remain on mute until recognized

- Let them know how to ask questions
  - Virtual – chat / raise hand / etc
  - In person – raise hand / approach microphone / etc

Using Parliamentarian Procedure

- Used to ensure order and diminish the emotions of a debate
- Only one issue can be discussed at a time
- All members have equal and basic rights: right to vote, right to be heard, and right to oppose
- The rights of the group in the minority on an issue must be protected
- No member can speak unless recognized
- Majority vote decides (unless you have other rules)

Parliamentarian Procedure

How to Make a Motion

Present

President requests a motion

Make a motion

Second the motion

Discuss

Vote

How does Motion Die?

Failure to get a second motion

Tie vote

Resources

23-24 KIT OF MATERIALS

- General Information – Parliamentary Procedures
    - Robert's Rules of Order (The Basics) – pages 18 to 24
- Section 2 – Officers
    - Timeline for Presidents
- Section 3 – Dollars & Sense
- Section 4 – Bylaws & Standing Rules

HILLSBOROUGH COUNTY COUNCIL

- Parliamentarian Quan Remmer: parliamentarian@hccptaptsa.org
- VP of Training Erica Hamblen: vptraining@hccptaptsa.org