

HOW TO CONDUCT A MEETING

1. Conduct meetings that are both informative and fun.
2. Hold your meeting at a time and a place that is most attractive to your members.
3. Schedule interesting guest speakers such as legislators, the media, etc.
4. Use chapter websites and chapter newsletters to notify members of meeting times and the topics to be covered.
5. A week before the meeting send out meeting notices to members on bright-colored postcards.
6. Post meeting notices at motorcycle shops, dealerships, bars, Star Supporters.
7. Advertise your meeting (with a contact phone number and email address) in the local newspaper.
8. Schedule a group ride immediately following the meeting.
9. Have food available at your meeting for a fair price (chili, hot dogs, etc.)

WHAT WORKS

- Preparation:
 - Set a personal goal for the meeting
 - Collect and prepare materials and handouts
 - Develop and WRITE DOWN an agenda (Try to stay with a logical progression, such as past, present, future)
 - Be informed
- Conducting Meetings:
 - Start and end on time
 - Never allow a meeting to last over 1 1/2 hours
 - Start your meeting by reading minutes or

WHAT DOESN'T WORK

- Starting late.
- Appearing unprepared, disorganized, uninformed.
- Handling questions improperly.
- Apologizing for yourself or the organization.
- Not admitting mistakes.
- Not involving participants and new members.
- Not establishing personal rapport.
- Not maintaining a positive image.
- Not covering the promised objectives.
- Not scheduling and honoring breaks.
- Handling difficult people improperly.

- summarizing the last meeting
 - Outline what you want to cover
 - Recognize visitors
 - Use [Robert's Rules of Order](#)
 - Entertain only one main motion at a time and state all motions properly
 - Ask for ideas, then offer yours
 - When a controversial subject comes up, take time to assure everyone that they will have their turn to speak, one at a time.
 - Let everyone express their opinions twice. If there are no changes, and you see no middle ground or compromise, then move on.
 - If you cannot answer a question, write it down and follow up on it after the meeting
 - Follow your agenda
 - Maintain order
- Using inappropriate humor/language.
- Coming on as an expert, a know-it-all.
- Using poor grammar, pronunciation, and enunciation.
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- Professionalism
- Knowledge of the subject matter
- Projecting your voice
- Involving your audience
- Making eye contact
- Assuming a non-defensive posture
- Q & A
- Committees

ROBERT'S RULES

Order 10th Edition of [Robert's Rules](#)

Read unrevised, [online version](#).

GUIDELINES FOR RULES OF ORDER

Reprinted from: [ABATE of WV](#)

Duties of the Chairman

1. To acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, by-laws, and standing rules of the organization.
2. To preside and maintain order.
3. To explain and decide all questions of order.
4. To entertain only one main motion at a time and state all motions properly.
5. To permit none to debate motions before they are stated and seconded; to encourage debate and assign the floor to those properly entitled to it. (No member may speak twice on the same questions if there are others who wish to claim the floor.)
6. To stand while stating the question and taking the vote.
7. To remain seated while discussion is taking place or reports are being given.
8. To enforce the rules of decorum and discipline.
9. To talk no more than necessary when presiding.
10. To be absolutely fair and impartial.
11. To extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favors.
12. To perform such other duties as are prescribed in the by-laws.
13. The Chairman should be careful to ABSTAIN from the appearance of partisanship, but he has the right to call another member to the chair while he addresses the assembly on a question.
14. Don't allow members to deal in PERSONALITIES while debating.

Duties of the Members

- 1.
2. To obtain the floor before speaking.
3. To stand when speaking and to identify yourself before speaking.
4. To avoid speaking upon any matter until it is properly brought before the assembly by a motion.
5. To stay on the question then pending.
6. To yield the floor to calls for order (Points of Order).
7. To abstain from all personalities in debate.
8. To avoid disturbing, in any way, speakers of the assembly.

