

September, 2016

## **BASIC GUIDELINES FOR OUR DISTRICT 11 BOARD MEETINGS**

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- The most effective meetings are those in which there is full participation by the membership.
- Be ready to speak, listen, debate and decide.
- Come prepared by reading documents which arrive ahead of the meeting.
- Long and complicated reports should be sent to members in advance.
- Those wishing to speak should address the chair.
- Everyone with a pertinent comment on an issue will be allowed to speak.
- Speakers should limit their time to 3-5 minutes.
- Respect the rights of others; do not interrupt or try to talk over another person.
- Maintain a courteous tone, especially when there is disagreement, and avoid injecting personal feelings into the debate.
- Confine debate to the merits of the pending question that is on the floor.
- Speakers should make simple and precise motions. (The motion should begin with "I move that" and should include the entire motion with all suggested changes.)

Please refer to additional handouts for the following items:

- The proper way to make a motion
- Items that do not require a motion
- Recommendation of a committee
- Items requiring a motion

Thank you in advance for helping make our meetings more effective.

Terrell W. Holt