People First Ontario

How to Run a Meeting

Getting Ready

Definitions of Meeting Terms

Adjourn or Adjourning – When the meeting is done

Defer or deferred - Move an item to another time to be talked about

Mover – A voting member who is ok with the motion or question.

Seconder – A second voting member who is ok with the motion or question

All in Favor– this is to see if the members are ok with a motion that has been talked about.

Motion – Asking the members to vote on something

Agenda – the items that will be talked about during the meeting

Chairperson - The person who is running the meeting and keeping it in order

Quorum – The number of people you need to start your meeting. This is usually 50% plus one of your members for example if you have 10 members, you need to have 6 to have the meeting. If you do not have enough people to run the meeting you can talk about the items on the agenda but you cannot vote on any of them.

PEOPLE FIRST of ONTARIO | PERSONNES D'ABORD du ONTARIO

People First of Welland
Member of People First Ontario



Adjourning the Meeting

Wrapping it Up

Adjourning the Meeting

Once the new business has been discussed or deferred, the president will look to end the meeting.

1. Ask if someone will make a motion to adjourn the meeting
2. Ask for a mover
3. Ask for a seconder
4. Ask for a vote for all in favour
5. Meeting is adjourned

Steps to Run a Meeting:

- Be prepared
- Start on time
- Know the agenda and stick to it! You may even want to make time limits for the meeting or each item of discussion.
- Listen to everyone
- Make sure you have a quorum or you can not vote to pass decisions



New Business
What's Coming Up?
New Business

This is the time in the meeting when new topics that have previously been approved are discussed. This part of the meeting often takes up most of the meeting's time. Items discussed during this time can be deferred to the next meeting for more discussion if additional time is needed.



Call Meeting to Order

Starting the Meeting

Call to Order

When it is time to begin, the president or chair calls the meeting to order.

This is the time when the rules or expectations as to how the meeting is to proceed will be reviewed. For example, if there might be time limits for discussion on certain agenda items or if the meeting is to be an hour in length.



President's Report
Leading the Way
President's Report

The President's or Chairperson's report is a time for him/her to share some of the highlights of the work they have been doing and any new partnerships that have formed. This sharing helps build trust between the members and the president which is essential for the unity of the group.



The Agenda

Defining the Purpose

Agenda

It is important to send out the agenda before the meeting because it invites people to prepare for the meeting. It also gives a structure to follow for the meeting and allows the president or chair to have control over the meeting.

1. Have someone read the agenda to the members
2. Ask if there is anything that needs to be changed or added
3. Ask for a motion to ok the agenda
4. Ask for a mover and then a seconder
5. If anyone wants to discuss the agenda further, ask for a vote to determine if the members would like have more discussion



Treasurer's Report
What's in the Books?
Treasurer's Report

The treasurer's report explains how much money an organization has and where it is being spent. Where it is being spent is determined by the organization's budget which is decided by the members.

1. The treasurer will report on every budget item. He/she will also report on any new money that has come in and where it fits in the budget. There will also be a report on the money that was paid out at the last meeting. The treasurer will also report on any funds that are held in the bank
2. Once the report has been read, ask for a motion to ok the report
3. Ask for a mover
4. Ask for a seconder
5. Ask for a vote for all the members that are in favour



Meeting Minutes
Reviewing the Facts
Minutes

Minutes are important because they are the only record of what happened in the last meeting. They should include just the main points and be easy to understand.

1. Ask if the secretary will read the minutes from the last meeting
2. Ask for a motion to ok the meeting minutes
3. Ask for a mover
4. Ask for a seconder
5. Ask for a vote for all in favour
6. When approved, the secretary makes notes in the column as to any changes
7. The secretary then writes approved on the minutes and add their initials and date

This is when you talk about anything that still needs to be talked about from the last meeting's minutes.

Business Arising