**Parliamentary Tips for Conducting Meetings**
By Diana Glaze, GFWC Leadership Committee
Every successful event begins with a plan, such as an architect’s building sketch or a teacher’s lesson plan. A club leader also needs a meeting plan: an agenda. Using an agenda to conduct a meeting should be based on the parent bylaws, local bylaws, and parliamentary authority named in the club’s bylaws. This article uses Roberts Rules of Order, 12th Edition, Newly Revised to answer some commonly asked questions about meeting agendas.
**Which comes first, the Collect, Invocation, or Pledge of Allegiance?**
         If The Collect is said at the beginning of the meeting, it is first. If the Invocation has a reference to God, it comes next. If the Invocation is only an inspirational thought, it comes after the Pledge.
**Which agenda items do not need motions?**
         Approval of minutes, Treasurer’s Reports, and adjournment do not need motions.
**What should the minutes contain?**
         Minutes should always be brief and reflect the business of the meeting. The leader asks for corrections only to the minutes. There are no additions.
         “Respectfully submitted” is out-of-date. Minutes should be signed and dated by the Secretary after approval.
         The name of the person making the motion must be recorded. The name of person seconding the motion is not necessary, but it must be recorded that there was a “second.”
**What about Committee Reports?**
         Only committees with a report should report. If the chair of a committee makes a motion on behalf of her committee, the motion does not need a second.
**Is Old Business or Unfinished Business an agenda item?**
         There should be very little “Old Business.” Unfinished business is usually referred to a committee and should be addressed through committee reports.
**What do I need to know about motions?**
         Motions should be repeated at least three times. The first time is when the maker makes the motion says:” I move that etc. …" It is never correct to say: “I make a motion.”
         The second time, the Chair reads the motion. A motion is not confirmed until the Chair states it.
         The third time is when the motion passes or fails.
         If there is an amendment, it must always be voted on first. Then the original motion as amended is voted on by the group.
         If a motion is popular and there is no debate anticipated, the Chair can ask if there is any objection to the motion. She can then say: “Hearing no objections, the motion passes.” If there is an objection, both positive and negative votes must be taken.
For more information about leading a meeting, take advantage of the resources in the GFWC Member Portal’s Digital Library, such as the Leadership Toolkit or the Club Manual. For Parliamentary Procedure specifics, contact GFWC’s 2020–2022 Parliamentarian Ida Dorvee at idorvee@gfwc.org.