



SOUTH CAROLINA FAMILY AND COMMUNITY LEADERS
 Affiliated with National Volunteer Outreach Network, Country Women’s Council, U.S.A., Associated
 Country Women of the World and in partnership with Clemson University Cooperative Extension Service
 SCFCL website: <http://www.scfcl.com>

Leader Training Guide

When You Don’t Have “Time” to Spare

Objectives:

- To learn how to accomplish the necessary business portion of a meeting in a speedy and effective manner.
- To learn how to preserve the history of proceedings.
- To learn how to make meetings interesting.

Lesson Overview/Introduction:

Everyone should be an active participant when they are a member of a club, a board, an organization, a committee or a group; that includes during all meetings. The participants are not just the Chairperson, the officers, or committee chairperson. This lesson offers an outline for how business portions of meetings should be conducted. Having knowledge of the process will, hopefully, make you more likely to say “yes” when asked to serve in a leadership role. It also includes the importance of keeping a record of historical data.

Lesson:

The reason we are here today is to have a time of fellowship with friends. However, our fellowship will include an outline for conducting necessary business in a speedy and acceptable manner.

A leader is a guide, director, conductor, commander, and the chief during group gatherings. Accepting a role of leadership can be the most satisfying “activity” a person can do. A good leader delegates to members within a group and gives guidance when needed. The decision of a committee gives credence/belief among the membership, for a successful program or project.

For business to be taken care of in an acceptable manner, an agenda, or outline of order is necessary. Following is an outline that you may consider using.

CONDUCTING A MEETING AS CHAIR

Call to order: The meeting will come to order - (to achieve order, use a gavel – striking it once)

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Invocation: The invocation will be given by: _____

Pledges: The pledges to the USA Flag and the SC Flag will
 be led by: _____

Song: The SC FCL Song will be led by: _____

.....

Reading/Approval of minutes: The Secretary will read the minutes: (Chair sits and Secretary stands) [After Minutes are read, Chair stands:] Are there corrections to the minutes?..... If there are no further corrections, the minutes are approved as read/distributed/corrected.

.....

Reports: May we have the Treasurer's report: (Chair sits and Treasurer stands and gives report).....Chair stands: Are there questions? The report will be filed.

Committee Reports are requested at this time saying:
The Chair recognizes the Chair of the _____
Committee, or does the _____ Committee have a
report? This sequence repeats until all committees have
had the opportunity to report

When a committee chair gives a report and moves acceptance of an entry contained in the report, no second is needed. Discussion and a vote may be called for by the chair at the conclusion of the report and after the committee chair has stated the motion.

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Unfinished Business: The Chair states unfinished business and information relating to it. Each item should be included on the written agenda (if one is distributed).

.....

New Business: Is there any new business?
Is there any further new business?

.....

Adjournment: Since there is no further business, [pause, stand, and give members an opportunity to speak before stating]
The meeting is adjourned. (Strike the gavel once)

Simple Rules to Remember:

To speak in a meeting: (Stand) Madam President..... After being recognized, say what you have to say and then sit when finished.

To make a motion: After being recognized to speak: I move that.....

To second a motion: Remaining seated, without recognition: Second!

(Lesson-No Time to Spare)

The chair should always repeat the motion before putting it to a vote by stating: It is moved that....repeat the motion....Are you ready for the question? [If no one seeks the floor, proceed to take the vote.] When the motion is un-debatable or debate has closed proceed with the question.

Always in a voice vote ask:

Those in favor of the motion, say aye.

Those opposed, no.

Immediately announce the decision of the vote (as follows).

The ayes have it and the motion is adopted.

OR

The nays have it and the motion is lost.

Per SCFCL protocol, the motion should be submitted in writing to the Secretary.

Impact on History:

The report of the Secretary (Minutes) should always be reviewed by the Chair before being presented. This review will assure that the archival/historical records of the organization are correct and written in an acceptable manner.

The minutes should include a copy of the agenda, Treasurer's report, the motions made and name of the maker and a list of those attending. (The list may be written into the minutes, or a separate attachment.)

Lesson Summary:

An orderly business meeting accomplishes the business of the group and leaves time for fellowship, socializing, working on projects, etc.

Suggested Activities:

Using the outline of: "CONDUCTING A MEETING AS CHAIR".....

Give each person present a blank piece of paper and ask them to prepare a written agenda for their FCL Club business meeting

Discuss how members can help preserve the history of the organization

Suggested Materials:

Robert's Rules of Order – Newly Revised - IN BRIEF

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Sources/References: H. M. Robert III, W.J. Evans, D.H. Honemann, T.J. Balch, D.E. Seabold, S. Gerber. 2011. Robert's Rules of Order – Newly Revised - In Brief. De Capo Press.
(Lesson – No Time to Spare)