MICHIGAN REALTORS®

POWER YOUR HOUR:
MAKING YOUR MEETINGS MATTER

laurie brown
communications

AGENDA

Elements of an effective agenda

3R SUN

Reading and approval of minutes

Reports of officers, boards, and standing committees

Reports of special (select and ad hoc) committees

Special orders

Unfinished business and general orders

New business

Notes:

Elements of an effective invitation

(who what where when why how)

A compelling and clear subject line

What they need to prepare (read, create or think about)

Where and when the meeting will take place

Attached agenda

Attached committee reports and any other material needed to prepare

Notes:

NORMS

Start the meeting with a code of conduct you can refer to, to manage issues that may come up in your meeting.

Everyone speaks

One speaker at a time

Emanners

ELMO

WAIT (why am I talking?)

Start and stop on time

Decision process

Others.....

Notes:

HOW TO INTRODUCE NEW BUSINESS-THE MAIN MOTION PROCESS

1
- Member makes a clear motion
- "I move..."
- Motions recorded in minutes

2
- Motion must be seconded.
- A second allows discussion to occur; it does not signify approval.
- A motion without a second does not move forward.

3
- Chair restates the motion.
- "It is moved and seconded that..."
- Provides clarification if needed

4
- Discussion/debate occurs.
- Maker of motion starts discussion.
- Ammendments may be offered - return to step 1 to amend motion: "I move to amend the motion by..."

5
- Chair closes discussion and states the question/asks for a vote.
- "The question is on the adoption of the motion that..."
- Motion repeated word-for-word

6
- Chair provides voting directions:
- "Those in favor of the motion, say aye";
- "Those opposed, say no"

7
- Chair announces the result of the vote:
- "The ayes have it, and the motion is adopted" or
- "The nos have it, the motion is lost."
- Recorded in minutes

TIP! If the board is in obvious agreement, the chair may save time by stating, "If there is no objection, we will adopt the motion to…Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

CHEAT SHEET

	Must be seconded	Open for Discussion	Can be Amended	Vote required to pass	May be Reconsidered or rescinded
Main Motion	✔	✔	✔	Majority	✔
Amend Motion	✔	✔		Majority	✔
Kill a Motion	✔			Majority	✔
Limit Debate	✔		✔	2/3rds	✔
Close Discussion	✔			2/3rds	✔
Recess	✔		✔	Majority	
Adjourn	✔			Majority	
Refer to Committee	✔	✔	✔	Majority	✔
Postpone to a later time	✔	✔	✔	Majority	✔
Table	✔			Majority	
Postpone indefinitely	✔	✔	✔	Majority	✔

MANAGE

Dominating Donna

Time Limits
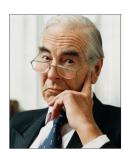
Everyone gets to speak

Hostile Henry

Norms

Match energy, not emotion

Interrupting Ian

Only interrupt with urgent matters

Confused Cal

Signpost

Stay on agenda

Reticent Rhonda

Have small group discussions

Wandering Wendy

Only one topic at a time

Redundant Randy

Vote to close debate

Connected Cathy

Create norms

laurie brown
communications

Questions?
Laurie@lauriebrown.com
Booking inquiries?
Nancy@nancyvoglspeakers.com