First Meeting
For both new and established organizations, the first meeting is an exciting and critical one. Like all meetings, it needs to be well planned, but it involves some extra interactions of which the leaders of the group should be aware.

While there is likely to be a lot of enthusiasm, there might also be some discomfort at a first meeting. Some people are uncomfortable entering a new group. Later, members might appear to be wishy-washy as they are still deciding whether or not the group's activities are those in which they may be interested or committed.

If you are in a leadership position, do not be frustrated by the group's reluctance. Provide opportunities for the group to meet informally, get to know each other and realize that the group can include them.

The importance of the first meeting is clear. It should involve opportunities for members to talk informally with each other, learn about the leadership and goals of the group, and have fun.

Second Meeting
Many of these same principles can be applied to all meetings: planning ahead, starting on time, making everyone feel comfortable, getting everyone to participate, delegating responsibility, keeping people busy, asking questions to get everyone involved, making a part of the meeting fun and evaluating the meetings as soon as possible after it is over.

If you keep these pointers in mind, your meetings will run well and your organization will have a good time in meeting its goals.

Developing an Agenda
A well-planned agenda will allow you to run effective and productive meetings (Appendix p. 86). With an orderly, well-planned agenda, members can be better prepared to participate in the meetings.

There is no one right way to develop an agenda, but the following will assist you:
1. If possible, distribute the agenda before the meeting. If this is not possible, hand out the agenda as members arrive at the meeting.
2. Put the names of the members who are responsible for a report on the agenda.
3. Encourage members to contribute ideas for the agenda.
4. A sense of humor helps when you are developing the agenda.
5. A little fun will make the meeting more enjoyable for everyone.
Parliamentary Procedure

Any organization that conducts a business meeting should become familiar with basic parliamentary procedure (Appendix p. 87). Remember, parliamentary procedure should help you run your meetings, not hinder your progress. Use it wisely, but do not get so caught up in it that it gets in the way of conducting business.

This is not to be considered as a complete set of rules to cover all possible questions that might arise. The following guide covers the points most often encountered in parliamentary procedures. For a more detailed set of rules, consult Robert's Rules of Order, Revised (available for checkout in UC 226) and Sturgis Parliamentary Manual.

Making a Motion
Obtain the floor as follows: Address the President by saying, "Mr./Madame/Chair President" and then wait to be recognized before presenting a motion.

State the motion carefully. This is usually done by saying, "I move that . . ." or "I move the adoption of the following resolution."

The motion must be seconded. A motion cannot be discussed unless it is seconded. If a motion does not receive a second, it is lost. Any eligible voter, other than the one making the motion, may second it. He/she usually simply says, "I second the motion."
The chair must repeat the motion in full and call for any discussion.

After the discussion, the vote is taken by one of the following ways: 1) by consent, 2) by standing or raising the hand, 3) by roll call, or 4) by ballot

Amending a Motion
An amendment to a motion is really a new motion made to change or modify the previous motion that is under consideration. An amendment may be one of four things:
1. Add or insert a certain word or words or a sentence to the motion under consideration.
2. Strike a certain word or words or a sentence out of a motion.
3. Substitute another motion for the one being considered.
4. Substitute words to replace wording under consideration.

An amendment, like the principle motion, must be seconded. It is also debatable and may again be amended. The proper form for making an amendment is: "I move to amend the motion to read . . ."

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment to the motion is carried, the original motion must be voted upon as amended.

Point of Order
A point of order may be raised by a member whenever an unparliamentary or disorderly procedure has been made. This may be done without being recognized by the chair. If a person is speaking when a point of order is raised, then that person must be silent. The chair decides whether the point was well made. The decision of the chair may be appealed in the same manner as a point raised, except that it requires a second and is debatable. An appeal may be made by any member of those assembled. The appeal is decided by a vote of the assembly. Business is resumed where it broke off with any changes needed.