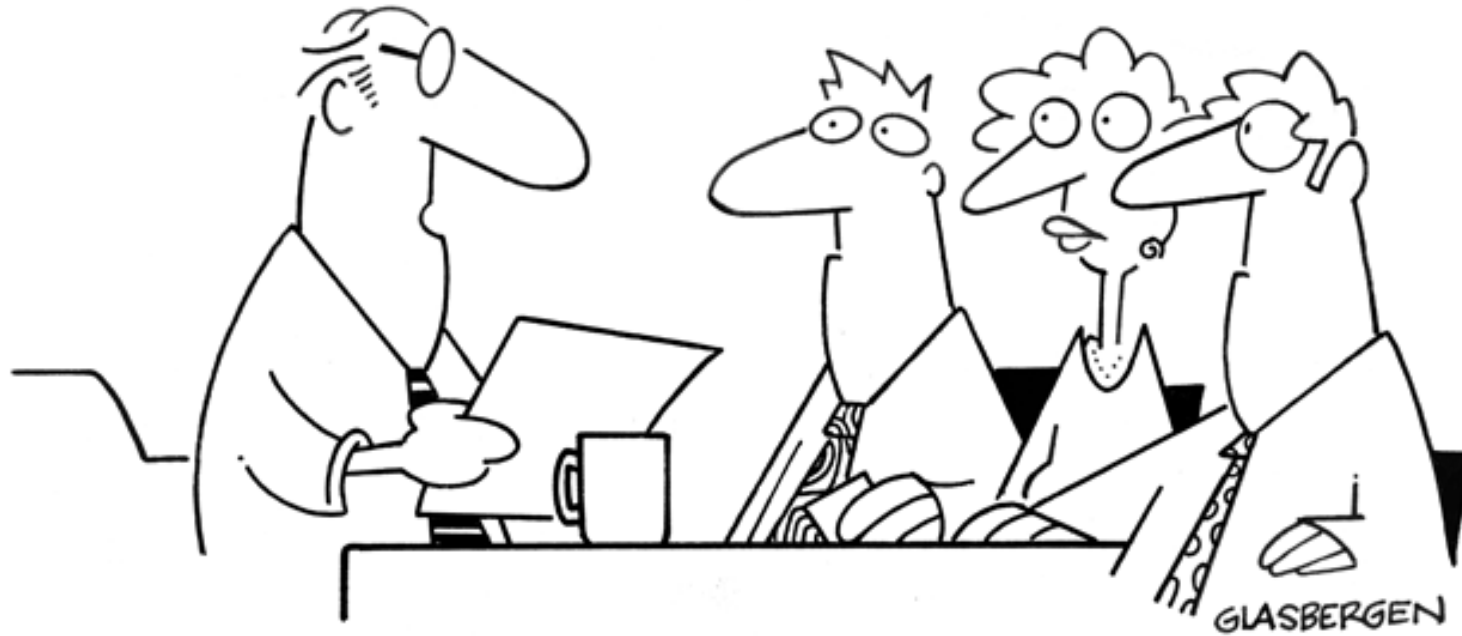


# How to Hold Effective Meetings



**"The purpose of today's meeting is to look very busy  
like we're actually accomplishing something."**

YESTERDAY, IN OUR  
FOUR-HOUR MEETING,  
WE AGREED TO POST-  
PONE THE VENDOR  
SELECTION.



Dilbert.com DilbertCartoonist@gmail.com

NO, WE  
AGREED TO  
USE OUR  
EXISTING  
VENDOR.



I THOUGHT  
WE AGREED  
TO CANCEL  
THE WHOLE  
PROJECT.



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WE MIGHT  
NEED SOME  
CLARITY  
ON THIS.



FOUR  
MORE  
HOURS  
SHOULD  
DO IT.





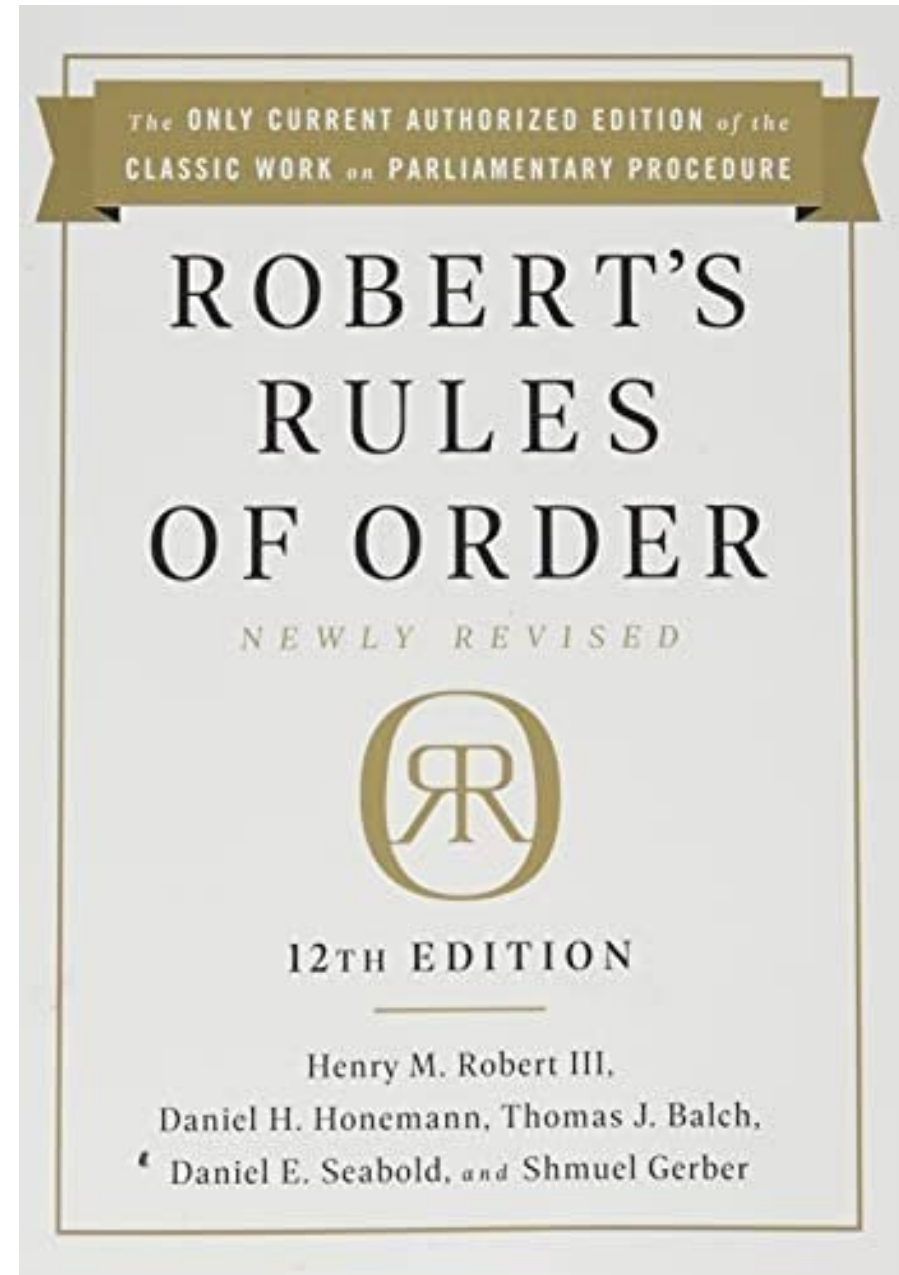
*Legion Foundation*

BC/Yukon Command

**Amber Stewart, Executive Director**

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# Assumptions

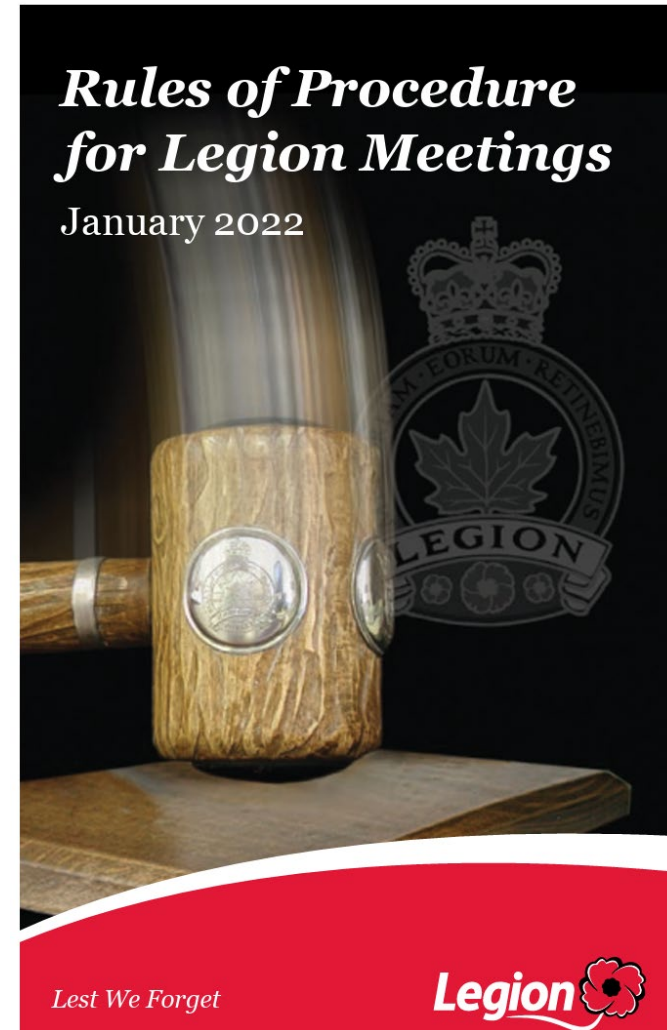
- Your bylaws allow you to use the most recent version of Robert's Rules of Order – 12<sup>th</sup> edition last updated 2020.
- Chair knows basic rules
- You have a clear agenda (that is followed)
- You have the right place
- Someone is taking notes
- Reports circulated in advance

# Basic Principles of Robert's Rules

- All members have equal rights & privileges
  - Including the right to a well run meeting
- Speakers recognized by the Chair
- Personal remarks are always out of order
- Majority rules except when it doesn't
  - When something “takes away rights”, it requires 2/3
- Chair is impartial
- Rules are not weapons

# Rules of Procedure for Legion Meetings

- Four Basic Principles
  - Courtesy and justice for all
  - Consider one thing at a time
  - The minority must be heard
  - The majority must prevail



# Basic Common Motions

- Main Motion & amendments
- Point of Order
- Point of Information
- Refer / Commit
- Table / Lay on Table
- Adjourn



# COMMON MISTAKES



# QUESTION!



*Instead...*

1. Be recognized by the Chair
2. Vote to Call the Question
  - 2/3 Majority required

# Let's Table This...



# *Instead...*

1. Use only if setting aside temporarily
2. Use motion to Postpone (and set a date/time)

# Friendly Amendment



## *Instead...*

1. Ensure no objection
2. If no objections, proceed
3. If a single person objects, follow process to amend

## Motion to NOT....



## *Instead...*

1. See if another way to word it
2. Capture discussion in the meeting minutes



# Point of Information!

*Instead...*



1. Call it out of order
2. Raise hand to add to speakers list

# Motion to “Undo”



## *Instead...*

Rescind = Previous meeting

- Requires 2/3 vote
- No action yet

Reconsider = Same meeting

- Only prevailing side
- Brings it back

# Tips & Tricks

- So moved!
- Unanimous consent
- Consent Agenda
- Objection to the Consideration of a Question
- Adopted, accepted & approved
- Limit debate
- Point of order
- Adjourn to...









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