

STRATEGIES FOR CONDUCTING A BUSINESS MEETING

1. Set the agenda and program with realistic time limits
2. Follow the agenda as presented and don't discuss topics or issues that are not on the meeting agenda
3. Give the speaker or program chair a definite time limit
4. Begin and end on time---running late only discourages members from attending; do not wait to start meeting for latecomers
5. Establish a quorum
 - a. A quorum is required to conduct business
 - b. A quorum for an Executive Board or Executive Committee meeting is the majority of members
 - c. A quorum for a regular unit meeting is set by your bylaws and is recommended to be 20 members
6. Appoint a parliamentarian or timekeeper
7. Have committees notify the President or Secretary of their reports prior to meetings
8. If feasible, have committees email reports to the President and/or Secretary prior to meetings
9. Prepare the President's Report in writing so that late arriving members have pertinent information without repetition
10. Keep discussion within time limits set
11. Do not be afraid to end a discussion when it becomes repetitious or heated
12. Remember, as the presiding officer, you are in control of the meeting