Don’t Go Off the Rails!

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Communication is Key!

- Let your membership know there is going to be a meeting!
  - What
  - Why
  - Who
  - When
  - Where
Who Needs to Be at Your Meeting

- Your Executive Board
- Committee Chairs
- Parliamentarian
- Membership
What Do You Need?

- Agenda
  - Request agenda items for new business
- Minutes from your last meeting
- Committee Chair Reports
- Parliamentarian
- Robert’s Rules of Order
- A quorum
What is Parliamentarian Procedure?

- Practices used in meetings to keep things orderly
- Gives everyone a fair change to be heard
- Robert’s Rules is written to be concise but thorough
- Originally published in 1876
- Currently in 11th Edition
- Loosely based on US House of Representatives

Brig. Gen. Henry Martyn Robert
What Should be on Your Agenda

- Date and Location of Meeting
- Time meeting will be called to order
- Correction and Approval of Minutes*
- Executive Board Reports
  - President
  - President-Elect
  - Immediate Past President
  - Treasurer
- Committee Reports
  - List of Committees in *WV TRIO Professional Handbook* on page
What Should be on Your Agenda

• Ad Hoc/Special Committee Reports
  • If established by the President of the Association
• Old Business
  • What needs to be resolved from your last meeting?
• New Business
  • Requests from Board and Membership discussed at this point.
• Announcements
• Adjourn
What’s the Commotion?

How to Make a Motion
What’s the Commotion?

- **How to Make a Motion**
  - President asks if there is a motion
  - Member raises their hand and addresses the President
  - President recognized the member and the member makes a motion
  - President asks if there is a second
  - After the second motion, the president opens the floor for debate.
  - No member can speak twice on an issue/topic until everyone who wishes to discuss it has had the opportunity.
What’s the Commotion?

• How to Make a Motion
  • All comments are to be directed to the president
  • Must be addressed by the president before speaking
  • No personal attacks!
  • Standing while another person speaks is rude!
  • The person making the motion can modify or withdraw it without the consent of the member who made the second.
  • Member who made second can withdraw second if motion is modified.
What’s the Commotion?

• How to Make a Motion
  • President puts the question and the members to a vote
    • Those in favor, say “Aye”
    • Those opposed, say “No”
    • If it is a hotly debated topic, you should have members vote by raising their hands and asking the Parliamentarian to count the responses.
• Announce the result: Motion carries or Motion failed.
• The majority rules.
What’s the Commotion?

- How to Make a Motion
  - The way to keep a member from being heard is by a two-thirds vote of the entire group to stop the debate.
  - Absentee voting is prohibited
  - Robert’s Rules of Order can only be avoided is if your membership says so differently in your by-laws.