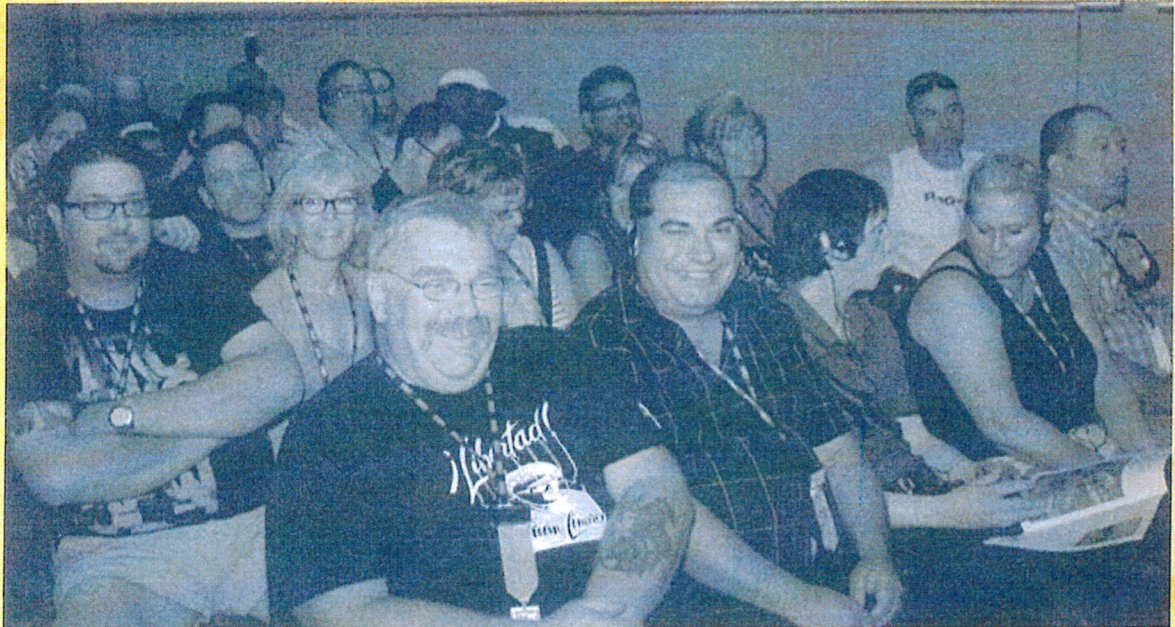


# Meeting Tips

Good meetings get things done. Do your business, make decisions, assign tasks and plan new things. Members appreciate meetings that run smoothly and start and end on time.

## Good meetings:

- Start on time and have a stated end time that's respected.
- Are scheduled regularly and are held at a convenient time and location.
- Allow for free discussion and idea exchange.
- Move through the agenda items efficiently.
- Facilitate members getting to know each other better.
- Follow up on action items from previous meetings.



### 1. Call meeting to order

The President calls the meeting to order.

### 2. Roll call of officers

The Recording Secretary records who is present.



### 3. Reading of the minutes of the previous meeting

After the minutes have been read by the Recording Secretary, they must be "approved."

Any errors or omissions can be fixed by a member moving a motion to correct the minutes.

Brief, comprehensive minutes of each meeting are taken by the Recording Secretary and are the official record of the meeting's business.

### 4. Reading of Communications

The Recording Secretary reads correspondence the union has received that requires attention. Items that don't need much discussion can be dealt with immediately. Other items can be delegated to "New Business" (see agenda item 11), or referred to a standing committee. If no action is required or desired, with a motion it can be filed by the Recording Secretary.

### 5. Report of Officers

**The Financial Secretary** should make a detailed financial report at least once each month, covering the local union's receipts and expenditures. If expenses exceed current income or affect the reserves, the Financial Secretary must draw this to the membership's attention.

**Treasurer:** The Treasurer is the custodian of the local union funds. The treasurer should report to each meeting the money received from all sources. The Treasurer should make sure that amounts reported by the Financial Secretary equal what the Treasurer actually received.

**Trustees:** The Trustees are the custodians of the hall and all property of the local union, under the direction of the local union. Trustees audit the books and financial records of the local union every three months and give a report at the next regular meeting.

### 6. Report of Organizing Committee or International Representative

The Organizing Committee reports on any activities, events or campaigns.



**7. Initiation of New Members**

New members attending the meeting are formally welcomed by reading the initiation oath (text is included in the back section of the USW Constitution).

**8. Report of Special Committees**

These committees might include celebrations, picnics, relief, citizenship etc.

**9. Reports of Standing (or Permanent) Committees**

Standing Committees of the local union include Health, Safety and Environment, Human Rights, Education, Organizing, Workers' Compensation and the Women's Committee.

**10. Unfinished Business**

Unfinished Business items are those remaining from previous meetings.

**11. New Business**

New Business items are any that have come up during the meeting or since the last meeting.

**12. Good and Welfare**

Good and Welfare items are matters that don't require formal action by the union such as events, news or activities that might be of interest for the "good" of the union.

**13. Adjournment**

When the meeting is over, the President moves a motion to adjourn.



# Meeting Rules of Order

Using consistent rules to run meetings can help improve the flow and give those who wish to speak the confidence that they will get a chance to be heard. Get to know the rules of order and how to use them to keep your meetings respectful and productive. A few selected rules are listed in the chart below.

Motion	Requires a Second	Debatable	Amendable	Vote Required
Adjourn	Yes	No	No	Majority
Question of privilege (treat as main motion)	Yes	Yes	Yes	Majority
Order of the day	No	No	No	None. It takes 2/3 to postpone special order
Point of Order	No	No	No	None, unless appealed, then majority
Withdrawal of motion	No	No	No	Majority
Postpone to a definite time	Yes	Yes	Yes	Majority
Refer or commit	Yes	Yes	Yes	Majority
Amend	Yes	Yes	Yes	Majority
Postpone indefinitely	Yes	Yes	No	Majority
MAIN MOTION	Yes	Yes	Yes	Majority
Reconsideration	Yes	Yes, if motion is debatable	No	Majority
Rescind	Yes	Yes	Yes	2/3 of those present, majority if notice given at previous mtg.

A member who has the floor can't be interrupted except by a **Question of Privilege, Order of the Day** or **Point of Order**. The meeting chair ensures that members are given an opportunity to be heard while making use of procedural rules to keep a meeting orderly and on track.