


FACILITATING A
PROPER MEETING

Rules of Order

Presenters: Eunice J. Begay, SPPS & Toni Mina, ASO

What is the Basic Rules of Order ?

- 01**
It's a structured system for conducting meetings
- 02**
It ensures fairness, order and effective decision making
- 03**
It keeps the meeting running smoothly.

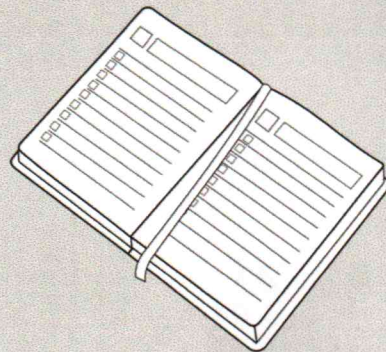


Posting notices

Per the Navajo Nation Title 26, there is a time limit of 48 hours to post notices & agendas within the Chapter service boundaries to notify your constituents of an upcoming meeting.

Part of the meeting Agenda

- Call to order
- Roll call
- Reading & Approval of Agenda
- Reading & Approval of Minutes
- Reports
- Unfinished Business
- New Business
- Announcements
- Adjournment



Call meeting to order

As Chapter Officials ensure that you have registered voters to count toward your **quorum**.
They vary by 15 to 25. It all depends on your chapter.

All presenters, Navajo Nation entities, other Elected Officials do not count toward quorum unless they are registered voters with your Chapter.

Quorum is the single most important aspect of the meeting because, without it, all actions taken, motions presented and policies proposed are null and void.

After a reasonable time (1 hour) reschedule the meeting to a later time.

ROLL CALL

There are many different ways to ask for a roll call for example :

“Will the Secretary please do roll call?”

“We have a quorum. Will the Secretary conduct a roll call.”



Reading & Approval of Agenda

As with the Roll Call, the reading of the agenda helps to establish the baseline of topics to be discussed.

READING & APPROVAL OF MINUTES

This is done to formally verify that the recorded information accurately reflects the discussions, decisions and actions taken during the meeting.

Keeps the Officials accountable, and it's a legal reference to the meeting



Report by officials

Be concise and factual.



UNFINISHED BUSINESS

Includes pending question from the previous meeting
All business not previously addressed from the last meeting

New Business

Introduces important topics,
discussions and proposals that benefit
the community.

Doesn't have to go to Planning.



ANNOUNCEMENTS

Any scheduled events for the community

This includes Veteran activities and JMI health activities.

Adjournment

End your meeting on a positive note.

COMPONENTS TO THE MOTIONS AND SECONDS

“HOW TO DO THINGS”

Guiding Principles

- Everyone had the right to know what is going on at all times.
- Only urgent matter may interrupt a speaker
- Everyone has the right to participate in the discussion if they wish.
- **Everyone shall remain respectful**

WHAT IS A MOTION?

After being recognized by the Presiding Official, it is the topic under discussion.

If you want a new idea brought before the group.

What is a second?

It is used to bring the topic into discussion.

AMENDED MOTION

Is used to change the motion and can be done so by stating "I move to amend the motion"

Is used to add wording, strike wording and/or insert wording.

Substitute motion

Used to propose an alternative action to the main motion.



DEFERRING

For example: I defer the motion to March 10, 2025 or I defer the motion pending more information.

Should your motion (topic) need more research or information.

Your motion to defer to a later date: Be specific in date.

Table a motion

- Can be used after 1 item of business has been conducted.
- Is used to postpone a motion to a later time
- The motion can be recalled from the table in the same meeting

POINT OF ORDER

Is used to address concerns related to the rule of conduct as well as procedures being followed.

If you want to get back on motion use “Point of order”

Ending a debate

You can motion to end a debate

or

Call for a cease debate.

Adjournment

- “Move to adjourn” ends the meeting.

ADDRESSING VOTING CONCERNS

Use the Roll call vote during Planning

Use a recount during the Regular meeting

A voter has to be recognized to request a Roll call vote or recount.

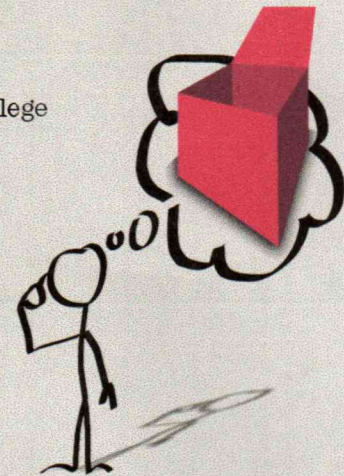
Interrupting a speaker


For the following reasons only:

Get more information about the business -question of privilege

You can't hear or safety reason

Breach of rules





LOSING QUORUM

What do you do when you lose Quorum.....

The slide features a dark grey background with a white rectangular frame. At the top center of the frame is a solid orange rectangle. To the left of the text is a black silhouette of a person in a business suit running towards the right, carrying a briefcase. The text 'LOSING QUORUM' is centered in a large, black, serif font. Below it, the question 'What do you do when you lose Quorum.....' is written in a smaller, black, sans-serif font.

RECESS

Use a Recess to take a break.

You can use Recess to gather quorum, don't forget to set a reasonable time limit (15 minutes).

The slide has a light grey background with a thin black border. The word 'RECESS' is centered at the top in a large, black, serif font. Below it, two lines of text are centered in a smaller, black, sans-serif font. The first line reads 'Use a Recess to take a break.' and the second line reads 'You can use Recess to gather quorum, don't forget to set a reasonable time limit (15 minutes).'

Reference Guide

	Must be Seconded	Open for Discussion	Can be Amended	Vote Count Required to pass	May be Reconsidered or Rescinded
Motion	X	X		Majority	X
Amended Motion	X	X		Majority	X
Defer Motion	X	X	X	Majority	
Table	X			Majority	
Recess	X		X	Majority	
Adjourn	X			Majority	

WHAT NOW?

Your done with your meeting and it's time to collect your stipend.

What you will need to collect your stipend.

1. Does the chapter have the funding to pay out your stipend?

2. If the chapter has the funds to pay, you will need to submit the following items:

- Agenda
- Sign-in sheet
- Minutes
- Finalized resolutions
- Claim forms

****No Drafts****



QUESTIONS?