

# GUIDE TO MEETING PROCEDURE

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December 2013



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## Introduction

Following the LIANZA Aoraki Branch AGM in 2013 it was noted there was no meeting procedure guide for branch chairs to follow. While this guide has been created for LIANZA it is applicable to a variety of organisations.

This guide is an **introduction** only to meeting procedure and does not include the depth of content that many books cover. The intent is to create a professional development tool that covers the key points and acts as a guide to running formal meetings in any situation or organisation.

As the LIANZA National Office manages many of the financial processes for LIANZA branches some steps are not required for branch AGM's. Where LIANZA practice differs from standard practice a note has been made in *italics*.

This guide does not cover in detail the roles of the secretary or treasurer.

## Why do we need formal meetings?

The majority of meetings are held informally and use the consensus method where the participants discuss a topic to the point they can all agree (or agree to disagree and can move forward). Consequently most people have little opportunity to chair a formal meeting.

If you belong to a company or an incorporated society or a body that has a committee acting on behalf of members then you will be required to hold formal meetings to ensure that the correct procedures are followed to deal with any changes to the constitution, financial arrangements and decisions affecting the members of the group. These could be general meetings or annual general meetings which follow similar patterns of apologies, minutes, finances, reports, general business etc.

Occasionally an organisation will require an extraordinary meeting (sometimes called special general meeting). These meetings are adjudicated under formal business procedure but do not have all the aspects of general or annual general meetings. They are usually called for a specific purpose, for example to change rules/constitution between annual meetings or to approve a particular action or project that required consultation and agreement. Extraordinary meetings require formal notification and at the meeting apologies can be taken but there are no financial reports or business other than the subject of the meeting.

## **What is different about a formal meeting?**

The date, time, place and content of formal meetings like annual general meetings and special general meetings will have to be notified in writing within a specified period as determined by the constitution or governing rules.

If the meeting is to allow proxy votes then the process for handling these has to be confirmed and publicised in advance, i.e. a member can make a proxy vote for or against an advertised motion; or they can nominate a person as their delegate to vote on their behalf. In the former case, if the motion is amended the proxy vote may be negated and it is better to nominate a person and give them guidelines within which to make a decision on your behalf.

The main difference between informal and formal meetings are the procedures around discussion. Under the consensus method everyone can speak as many times as they like and there are no formal motions. In a formal meeting, before a discussion can occur there has to be a motion (i.e. "I move that....") and it has to be seconded. Participants can only speak once to each motion which requires discipline in ensuring you have your thoughts ready for that one opportunity. The mover has a right of reply.

Motions can be amended, foreshadowed etc and there are procedures for dealing with each of these.

For the purposes of these guidelines the references are for an Annual General Meeting however all formal meetings operate under the same principles and the guidelines can be used by removing the items only relevant to an AGM, e.g. like the election of officers.

## **How can I learn more?**

Most libraries will have some books or eBooks on the topic and a number have been written for the New Zealand market. A few examples are included in the reference list.

My long-time favourite is "Renton" (4<sup>th</sup> ed). This Australian publication is still available and its 8<sup>th</sup> edition can be purchased on Amazon.

## GETTING STARTED

The organisation will usually be governed by a constitution or Standing Orders or approved rules or resolutions passed by the organisation. It may follow the custom of that organisation or another organisation but overlaying this is New Zealand statute law and common law.

Statute Law lays down procedure for meetings and this is covered by a variety of legislation like the Companies Act, Local Government Acts or private acts. These areas of procedure are not covered in this document.

These guidelines are intended for use with the types of organisations the general public are most likely to be in contact with. For example, a professional body like LIANZA, or a hobby club or sport club which established a constitution or set of guidelines when the group was created.

Many non-profit groups are established as an incorporated society (Incorporated Societies Act 1908) to provide protection for the members and assets (signing of contracts, purchasing or leasing premises, monetary funds, debts, trophies etc) and there are legal requirements to be met regarding the committee and membership, bank account and tax requirements (e.g. GST and eligibility under the Charities Act 2005). Refer to their website to learn about creating and running an incorporated society. <http://www.societies.govt.nz/cms/incorporated-societies>

These guidelines assume that the club/organisation is already in existence and has duly elected office bearers and all organisational matters have been adhered to under the various guiding laws.

If for any reason the Chairperson is unable to conduct the meeting, the Vice-Chair will step into that role but it could also be a past-Chair or a delegated member taking the role for that meeting providing it has been advertised and there are no objections. The Chair is an independent person charged with managing proceedings. They need to be confident in their understanding of the constitution or rules and have a solid grasp of meeting procedure to ensure the meeting runs smoothly and accurately. It is the Chairperson's responsibility to ensure the meeting starts on time and that any ground rules are made clear to participants. They should always clarify participants understanding of actions approved.

## Notice of Meeting / Agenda

The Secretary, in consultation with the Chairperson is responsible for ensuring that the notice of meeting/agenda has been sent to members within the required timeframe as set out in the rules – usually around three weeks prior to the meeting date.

This notice/agenda will outline the content and order for the meeting including subcommittee reports, election of officers, general business etc.

It may include nomination forms for the office bearer and committee positions and proxy forms if required.

The Secretary is responsible for ensuring clear, concise minutes record the exact wording of motions and names and outcomes.

## CHAIRING A MEETING

These guidelines refer to the likely procedural motions that the Chairperson will use. The intricacies of motions and amendments will be discussed in a separate section (page 12). Voting is mostly on vocal affirmation or by a show of hands with the outcome recorded and the motion declared passed or lost. Some motions may require a paper ballot (covered in the motion section).

### Key components for all Motions:

- The mover of the motion must commence the sentence with “I move..... “
- The motion must be seconded – “I second that motion.”
- The Secretary records the exact wording and the mover and seconder’s name for the minutes.
- The motion is open for discussion.
- The chair puts the motion to the vote either by vocal acclamation or show of hands or secret ballot.
- Following voting the secretary records in the minutes whether the motion was passed or lost and the number of ayes, noes & abstentions.

## Opening/Welcome

The Chairperson sits at the front of the meeting with the Secretary alongside and usually the Treasurer as well. At the specified commencement time, and if the required quorum (minimum number of voting delegates as set out by the rules) has been reached, the Chairperson will announce the meeting open by stating the name of the organisation and the type of meeting, e.g. “I declare the annual general meeting for the ABC Sports Club, being held at XYZ Hall on Monday the 15<sup>th</sup> July, 2013 formally opened.” This is to ensure that all participants are attending the correct meeting and can leave if not. Depending on the club/organisation there may be rituals to be undertaken at this stage, for example – singing the National Anthem, a prayer or Waiata. The Chairperson then welcomes participants, introduces any guests or new members and introduces themselves and anyone at the top table. They explain any housekeeping requirements like fire or earthquake evacuation procedures; location of toilets; timing of breaks etc.

For a routine meeting, in the interests of good discussion, a chairperson may well allow the conversation to move back and forth between participants and generally use the consensus method to arrive at a decision. But if the meeting has been called under formal guidelines then the Chairperson must adhere to the appropriate procedures.

It is the Chairperson’s responsibility to ensure the meeting is orderly, runs to time, addresses the reason for the meeting and allows for open discussion. John Milligan (Penguin Guide, p7) states there are three principles for a chairperson to follow and every question of procedure relates back to one of these principles which are the foundation of good meeting practice.

- *The purpose of the meeting is to come to decisions.*
- *The duty of the Chairman is to see that this is done efficiently and fairly.*
- *The Chairman is the servant of the meeting.*

The last point is particularly important because the Chairperson has to be unbiased and follow procedure regardless of their personal feelings on the matter. Chairing a meeting is a process that has to be followed step by step.



## **Apologies**

Depending on the custom of the organisation, some clubs will hold a normal general meeting prior to the annual general meeting in order to deal with day-to-day business. In that case when the AGM is formally opened, the Chair may call for a motion “that the apologies received for the general meeting be carried across to the annual meeting.”

If the AGM or Extraordinary/Special General Meeting is the only meeting, the Chair will commence by calling for apologies which the secretary will note down. Some apologies may have been received prior to the meeting and these will be read out prior to the Chair requesting a motion to accept the apologies.

The wording for motions may vary according to the circumstances. The Chairperson would usually ask for a motion “that the apologies be accepted” but if there was a reason for the members to be unhappy about an apology given they may wish only to move “that the apologies be received.”

The mover says “I move that.....and states the wording for the motion” or if the chairperson has already spelt out the required wording they may say “I move in that direction.” Refer to the section on motions for the information about discussion and voting.

## **Minutes of the Previous Meeting**

The Chair will call for the minutes of the last annual general meeting to be read. This means the annual general meeting from the previous year not the minutes from the general meeting just held (or any other general meeting).

If the minutes have been circulated for all members to read the Chair may say “I move that the minutes be taken as read” or may ask from the floor “Do I have a motion that the minutes be taken as read.” Alternatively, if it appears the minutes will be read out and they are very long, a member may move a motion requesting headings only to be read. At this point the members are not voting on the content of the minutes only how the minutes will be delivered. The Chair will call for a seconder then ask if there is any discussion on that motion before putting it to the vote. Depending on the motion and outcome the Chairperson will direct the secretary (not to read the minutes or to read headings only or to read the minutes in full).

A subsequent motion will be required by people present at that meeting - “I move that the minutes be adopted as a true and correct record of the annual general meeting held on the .....” The motion is seconded and the chair calls for discussion which relates only to the accuracy of the minutes. For example, the name of a mover/seconder is spelt wrong or someone is attributed with moving or seconding a motion which they did not do, or were listed as present and weren't, or an apology was missed etc. The secretary notes the required amendments and the Chairperson puts the motion to adopt the minutes and signs the document for the record.

## **Business arising from the minutes**

The Chairperson calls for any business arising from the minutes which is dealt with item by item and may involve motions to enable discussion or action. Often additional information is available and the Chairperson may advise that xyz will be carried over to general business for wider discussion.

## Correspondence

Correspondence is usually minimal for an annual general meeting as most organisations hold it over for a general meeting however it is appropriate to receive written resignations at an AGM. The Secretary will read out incoming correspondence and advise of any outgoing correspondence relevant to the annual meeting. Clubs are usually branches of larger organisations and they may have to furnish annual reports on numbers and activities to the parent body. The Chairperson will call for a motion to accept the inward/outward correspondence. It is seconded, discussed and voted on.

## Business arising from the correspondence

Some correspondence may require an action, e.g. a reply accepting or declining a proposal, or in the case of a resignation there may be a motion from the floor to write a thank you letter or offer a small gift in recognition of service given. Each motion is moved, seconded, discussed and voted on.

## Financial Report

The Treasurer will be asked to present the audited annual accounts and copies of these will have been circulated prior to the meeting or handed out to the participants.

The Treasurer reads out the report then says "I move that these financial accounts for the year ended [date] are adopted. Do I have a seconder?"

NOTE: If the accounts have not been audited then the motion is changed to "I moved that the financial accounts for the year [date] are accepted subject to audit approval." Someone from the floor seconds the motion.

The Chairperson asks "Is there any discussion on that motion" which is the opportunity for members to query the figures or ask questions about the finances. There may be discussion around the amount of funds on hand and investments etc which could lead to other motions (refer to motions & amendments for the process of dealing with multiple motions). When matters have been discussed the Chairperson puts the motion to the vote.

If there are accounts for payment relevant to the annual meeting, e.g. payment or gratuity for the auditor; room hire for the meeting etc then the Treasurer may include the details of the proposed expenditure in their report and include in the motion .....and the invoices passed for payment."

### Proposed Budget

Some organisations will require a proposed budget for the following year to be presented and discussed which will require a motion and subsequent approval. This is normal for sports clubs or residents associations where money will be spent on maintaining and improving facilities and equipment, insurance etc and the financial members have input into the priorities for spending their levies.

### Annual subscription/levy

The subscription or levy for the coming year will need to be set. Usually the Treasurer or a committee member proposes a motion "I move that the subscription for [date] is set at \$xxx." This has to be seconded and opened for discussion before voting. This type of motion is very likely to be amended as members debate the value of the increase, decrease or status quo and why additional funds may or may not be required. Many organisations are required to pay levies to their governing body/national

office and this has to be added to the requirements for local expenditure which might involve, for example - room hire, administration costs, purchase of equipment, training expenses and social events.

#### Auditor

There will need to be a motion to appoint (or re-appoint) the auditor for the following year so it is useful to have ascertained in advance if the auditor is prepared to continue acting in that role.

#### Cheque Signatories

Usually these are the Chairperson, Secretary and Treasurer but it can be any combination of committee positions as long as there is a motion naming the positions and this motion has been seconded and approved. The group's constitution or guiding rules will specify how many signatories are required – usually any two of the approved signatories.

After the election of officers the people holding the “named” positions will be required to sign Bank forms to amend the signatories. Each Bank may have different rules but generally they require the signatories to be present at the same time; to provide identification and to have a copy of the AGM minutes advising who was appointed to which positions.

NOTE: Banks will only accept signatory changes if the cheque signatories have been approved by an AGM and the names are recorded in the minutes.

#### LIANZA Process

*LIANZA's National Office manages finances for the branches and special interest groups and makes payments as requested by the branch. For this reason it is National Office that needs to submit GST returns and have accounts audited annually. This means that the branch does not have to authorise cheque signatories nor appoint an auditor. The branch still needs to authorise a minimum of two signatories to approve expenditure for the region or SIG. These signatories sign each invoice submitted to national office for payment to verify that it is true and correct.*

*The local Treasurer is usually a signatory and is responsible for keeping track of local funds and will provide the branch committee with regular updates on the status of funds and seek approval for accounts being forwarded to National Office for action. They will provide a report to the branch AGM stating income and expenditure for the year. This report must be presented formally as “We have a motion before us that the ABC branch financial report for the year ended [date] is approved.” Add “and accounts passed for payment” if any payments required. Note that the motion regarding payments can be put to the committee on a monthly basis or as required and can be approved at a meeting or via email.*

*The motion is seconded and opened for discussion before being put to the vote. Members may have questions about the level of income/expenditure locally or the amount spent on sponsorship, professional development and social activities for branch members. These are all appropriate at a branch AGM. If everyone is comfortable the Chair can then ask for a mover and a seconder, and then put the motion to the vote.*

*Membership of a local branch is automatic with LIANZA membership. Payment of subscriptions is managed by National Office and includes payment for SIG membership if required by the member. National Office also manages all charges for Professional Registration annually & renewal costs.*

## Reports

Depending on the type of organisation there will be a number of formal reports to be read and adopted. These usually include the Chairperson's report on the past year and any sub-committee reports. All of the reports may be circulated prior to the meeting and the sub-committee reports may be taken as read but usually the Chairperson reads out their report and at the end will say "I moved that my report be received." A member will second. The chairperson asks if there is any discussion and the motion is put to the vote. At this point it is common for members of the committee or from the floor of the meeting to thank the Chairperson for their services and if they are leaving office may make a small presentation. The Chairperson will then call for a motion to adopt all other reports and once seconded they call for any discussion and the motion is voted on.

## Election of Officers

It is customary, if the Chairperson is re-standing for the role, for them to stand aside for the election of officers. The committee will often ask a patron or long-standing member to take the role at least until after the Chairperson has been re-elected. If the Chairperson elected is new to the role they would not be expected to take over the current meeting.

Some organisations hold their elections by postal ballot prior to the annual meeting, especially if the meeting is held in conjunction with an annual conference. The past and present chair may ceremoniously hand over at the AGM with the past chairperson opening the meeting and leading through to the presentation of their report then handing over to the current chairperson to conduct the general business. Whatever way these roles are handled will be subject to rules and customary practice within the organisation.

Members will have been notified prior to the meeting whether nominations are required to be in writing, moved and seconded (with the nominees approval) prior to the meeting and/or if nominations will be taken from the floor. It is useful for the committee to have prior notification so they can be confident of filling the office bearer positions but also people may be encouraged at the meeting to offer themselves and can be nominated and seconded at the time.

If only one nomination has been received for a position the Chairperson can declare them duly elected. If there are more than one candidate nominated voting will need to be by secret ballot and Scrutineers appointed prior to the election process commencing (refer to page 10 for the process).

After nominations have been called for, a member from the floor may move a motion "that the nominations be closed." This does have to be seconded, discussed and voted on before the election can continue. This device can be utilised to close the nominations after a favoured person has been nominated so it is important for the Chairperson to be aware if this is premature. Discussion may indicate if there were other nominations pending but the motion would have to be defeated before those nominations could be received. It is much more common to be looking for nominations than to be closing them off.

The order of elections is usually – Chair, Vice-Chair, Secretary, Treasurer, Committee and any other office bearers particular to the organisation, for example – co-ordinator roles for matches, raffles, supper, library books etc. If a member is unsuccessful in being elected to a position they may choose to make themselves available for another position or for the general committee. The outgoing Chairperson automatically becomes the past-chairperson.

## **Scrutinisers**

When a motion requires written voting the Chairperson will call for nominations for two scrutineers. The type of organisation and the matter/s to be voted on may impact on who is selected to be scrutineer. For example, in a country's general election the scrutineers usually represent each party. At a club level this role is often taken by people who do not have voting rights which ensures impartiality in collating the result/s.

After each vote the scrutineers leave the room to count votes then return to give the Chairperson for that session the results which are duly announced. Further elections cannot take place until each position is appointed.

After the election is completed the Chairperson congratulates the incoming committee, thanks the Scrutineers and calls for a motion "That the voting papers be destroyed." This is seconded, and voted on. The Scrutineers are responsible for ensuring voting papers are destroyed to maintain privacy around the voting.

## **Election of Patron**

Many organisations have an elected Patron – often a past member of the organisation who holds this ceremonial role. Patrons will often be called upon to open meetings or functions; to act as Chair for the election of officers; cut birthday cakes and generally provide sage advice to the committee. It is usual to invite the current Patron to stand for the role and they are duly nominated, seconded and voted in. If there is a vacancy for the role it is possible that more than one nomination could be received and they would be dealt with in the same manner as the election of officers.

## **General Business**

The Chairperson works through the general business as previously notified and any business members may wish to discuss which could be about the organisation's activities, policies and procedures, suggestions for activities, acknowledgements etc.

## **Closure**

When the business of the meeting has been completed the Chairperson will thank members for their attendance, notify any future meeting date and "declare the meeting closed at [time]."

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Following an AGM there will often be a guest speaker or activity and this is separate to the conducting of the formal meeting. The details are not included in the minutes of that meeting although the organisation of the guest or activity may have been discussed in a previous general meeting and may be cited in the Chairperson's annual report the following year.



# PROCEDURES FOR MOTIONS AND AMENDMENTS

## Eligibility to Vote

- is determined by the rules of the organisation.
- the Chairperson is entitled to a normal vote on any motion but may abstain to maintain impartiality.

## Casting vote

- depending on the rules of the organisation the Chairperson may have a second vote to be cast after the result is known in order to break a tie. The casting vote is usually given to maintain the status quo because there was not a majority decision favouring change.

## MOTIONS

At a formal business meeting all discussion must be preceded by a motion in the format of “I move that.....” which must be seconded, discussed then put to the vote. Procedure motions usually require little discussion but general motions will require the Chairperson to manage the speakers.

The mover of the motion (usually for general motions) will speaker immediately to offer an explanation for their motion. They also have the right of reply before the motion is put to the vote even if a motion to close the discussion is on the table.

The seconder can speak in favour of the motion immediately or say “I reserve the right to speaker later.” Having done that, however, they may lose their right to speak later should the discussion be stopped by a motion for closure (note: this is different for the mover). If there is no seconder the motion lapses.

Once the motion or amendment has been moved and seconded and opened for discussion, then each member has the opportunity to speak once to each motion or amendment.

## Meeting Process Motions

- Many motions at an annual general meeting are process motions and the mover does not necessarily need to speak to them. For example, the Chairperson asks - “Do I have a motion to accept the apologies.” A member replies “I move that the apologies be accepted” OR “I will move in that direction.”
- The Chairperson then asks “is there a seconder” and someone from the floor of the meeting says “I second that.” Often the chair doesn’t have to ask because members will volunteer to second a motion as soon as it has been moved.
- The Chairperson asks “Is there any discussion?” After members who desire to speak have spoken once each, the Chair offers the mover of the motion the final right of reply.
- The Chairperson says “All those in favour of the motion “that the apologies be accepted please say aye” followed by “all those against” and “any abstentions.” A person or persons may choose not to vote if they have no fixed opinion either way or don’t know the best option or don’t have enough information. It is just as important that those abstentions are recorded as the noes because it indicates that the membership was divided on the issue.

If the Chairperson is unclear from the vocal voting which group had the most they may request that voting be repeated by show of hands and count the hands up after each step of the vote. They may choose to switch to a paper ballot if it is very close or one group is particularly vocal but small in numbers.

- v. The Chairperson then declares “the motion is approved” or “the motion is lost” as the case may be.
- vi. The minutes will record the process, e.g. The motion was passed or lost unanimously; or if a show of hands used they record the numbers in the minutes, e.g. ayes = 45; noes = 21; abstained = 2. Likewise, if the vote is a paper ballot the numbers will be recorded.

### **General motions**

Other than the meeting process motions there will be motions requiring explanation and discussion.

- i. A member moves a motion is about a topic that requires explanation, e.g. “I move that the club does not meet in January” and speaks immediately in support of the proposal. They also have the right of reply at the end of the discussion.
- ii. The Chairperson calls for a seconder. They may choose to speak at this time or not (as per the procedure motion).
- iii. The Chairperson opens the motion for discussion following by voting.

### **Order of Motions**

The order of motions is very important under formal procedure and the Chairperson has to be alert to multiple motions. For example if there is a motion to read headings only for the minutes, moved and seconded and another member jumps in and moves that they be read in full then the Chair must deal with the first motion on the table (the headings). If the meeting doesn’t want headings only they will vote against that motion then the Chair can proceed with the second motion by calling for a seconder.

If the first motion is approved, then the second motion lapses for want of a seconder. If someone tries to pre-empt by quickly seconding the second motion the Chair must advise that only one motion can be accepted at a time.

## **AMENDMENTS**

A member can move an amendment to any motion but the Chairperson must ascertain that the amendment **adds or subtracts** a piece of information but **does not change the meaning or intention** of the motion.

For example, if the motion says, “I move that we have a picnic next Sunday at 12noon” and it is seconded and opened for discussion. It becomes clear that 12 noon is not a suitable time because there is a clash with another activity but there seems to be general consensus for a picnic. A member may say “I move an amendment that the picnic time next Sunday is 5pm.” The amendment must be seconded and opened for discussion.



The amendment becomes the topic for discussion ahead of the existing motion. After discussion, the Chair puts the amendment to the vote – “all those in favour that the picnic time is 5pm please say aye”, then the noes & abstentions.

If the amendment is lost the discussion returns to the original motion about a picnic at 12 noon.

If the amendment is passed then the original motion becomes “that we have a picnic next Sunday at 5pm.” This is open for discussion and voting.

If a member had tried to move an amendment that said “I move an amendment that we do not hold a picnic” that would be contrary to the original motion and could not be accepted by the Chair. The only option for that person would be to use their one speech to convince people to vote against the option so there was no picnic.

## FORESHADOWING

From discussion of the original motion it might become clear that the members think a picnic is a great idea but they would prefer to leave it until the new year and combine it with a sports fixture. A member could then **foreshadow** a motion by saying “If the present motion is defeated I will move that we hold a picnic in February in conjunction with the annual tennis tournament at Browning Park.” This way the members know that if they vote against the original motion there is an alternative motion coming up.

The Chair would put the original motion and if it was lost then the member who foreshadowed a replacement motion could then put their motion, have it seconded, discussed and voted on.

## TYPES OF MOTIONS

Motions relate to the business of the meeting (processes) and follow a set pattern, for example –

I move that the apologies be received.

I move that the minutes be adopted or

I move that the minutes be taken as read...or headings only read etc.

I move that the inward correspondence is received and the outward approved.

I move that the financial report is adopted and the accounts passed for payment.

I move that that my annual report is adopted.

I move that the report from xyz is tabled.

## Substantive Motion

A substantive motion is an instruction to the committee, e.g.

I move that the secretary writes to.....

I move that the doors are unlocked thirty minutes before the meeting

I move that we acknowledge Betty’s resignation with a card and flowers.

## Procedural Motions

Procedural motions are defined as motions dealing with the conduct of the meeting itself and they take precedent over a motion or substantive on the table, e.g.

“I move that the meeting is adjourned.” (defers the discussion)

“I move that the motion now be put.” (ends the discussion and causes the voting to occur).

“I move that nominations are closed.” (closes down further nominations).

## Points of Order or Call for Quorum

Both of these are top priority and must be dealt with by the Chair before anything else on the table. If a meeting does not have the required number of participants (the quorum) as defined by its rules it cannot make binding decisions. The meeting may agree to work through the business but will need to have any motions ratified by a meeting with a quorum in the future.

A point-of-order can be called at any time requiring the Chairperson to make a decision before anything else can proceed. For example:-

“Point of order – that was not what I said.”

“Point of order – you cannot proceed because there is already a motion on the table that has not been voted on.”

“Point of order – nobody seconded that motion.”

### Summary of Motions

- i. A motion or substantive motion on the table, moved & seconded is open for discussion.
- ii. An amendment that adds or subtracts but does not change the motion has to be discussed and resolved first.
  - If lost the original motion stands.
  - If passed the wording of the amendment becomes the wording of the original motion to be discussed & voted on. This often feels like doubling up because the members have just voted on the amendment but when the amendment becomes the motion it has to be voted on again.
- iii. A procedural motion takes precedent over any of the above and must be processed before continuing.
- iv. A point of order or call for a quorum check has top priority and all other motions and amendments must wait until this is resolved.

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