



Skate **ABC Skating Club**

Procedure for Meetings

Purpose

To describe the Club's procedure for meetings.

Note: All Club meetings may be open to the parents of skaters and they may be encouraged to attend. Parent visitors at Executive and Committee Meetings do not have a vote. They must be asked to leave for confidential (in-camera) topics.

Procedures

- **Organize Meeting**
 - ◆ Determine date and arrange location for meeting and advise attendees.
 - ◆ Prepare agenda for the meeting and distribute prior to meeting. Record minutes and distribute promptly after the meeting.
 - ◆ Prepare meeting room and equipment as required before the start time
 - ◆ Ensure preparation is made for recording the meeting minutes

- **Conduct the Meeting**
 - ◆ Start the meeting on time
 - ◆ Determine if a quorum is present before allowing motions
 - ◆ Allow suitable time for discussion and ensure all attendees are allowed an opportunity to express their opinion
 - ◆ Encourage politeness and fairness
 - ◆ Keep discussions on track and do not allow side meetings
 - ◆ Make decisions in the form of motions for clarity
 - ◆ Motions are required for financial matters, decisions involving coaches and other important or controversial decisions. Consensus is appropriate for other issues.

Rules for Effective Meetings

1. Every member has rights equal to every other member
2. The will of the majority must be carried out
3. The minority must be heard, its rights protected
4. Only 1 topic is considered at a time