



MEETING BASICS

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- Be prepared
- Arrive on time or join Zoom a few minutes before the meeting begins
- Ask Questions
- Vote when appropriate
- Executive Committee vs Executive Session

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- ▶ **Executive Committee** includes the President, President-Elect & Secretary and/or Treasurer, and Past President

- ▶ **Executive Session** is a confidential discussion of the board and the Association Executive.
 - Limited topics, typically:
 - Pro Standards Cases
 - Association Executive; review, pay, bonus, etc.
 - Legal Discussions, contracts, etc.
 - Motion should include the topic.
 - Need to make motion in regular session.

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- When using zoom
 - Helpful to close all windows that you don't need
 - Log in a few minutes early
 - Participate in a location with limited interruptions
 - Keep yourself on mute
 - Try to stay and one spot and not move around too much
 - If you do need to step away for a moment, shut off your video so it isn't too distracting to everyone else
 - Announce any additional participants or guest who join you

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- Observe rules of decorum.
- The member who made the motion has the right to speak first.
- All remarks must be addressed through the chair/presiding officer.
- Until a motion has been stated by the chair, no proposal may be debated.
- Members address the chair and wait to be recognized.

GENERAL MEETING PROCEDURES

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- Members cannot speak more than twice or more than the allotted time.
- Members may not interrupt, except to raise legitimate points of order.
- Motives or personalities may not be attacked during debate.
- All remarks must be relevant to the subject (germane).
- Accept the will of the majority.

GENERAL MEETING PROCEDURES

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- Determines who has the right to speak.
- Impartially permits “pro” and “con” equal time.
- Explains/clarifies issues without bias.
- Should insist on decorum and order during debate.
- Keeps discussion germane, discourages repetition.
- Prohibits others from calling out or interrupting.
Refrains from debate unless passing the gavel.
- States the motion clearly, takes the vote accurately, and announces the vote so all can hear.

ROLE OF THE CHAIR

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- A member makes a motion.
- Another member seconds the motion.
- The Chair states the motion, thereby formally placing it before the body.
- The members debate the motion.
- The Chair asks for the motion to be voted on:
 - Is there any objection.
 - Voice Vote
 - Roll Call; AE or Secretary take a roll call vote
- The Chair or AE announces the results of the vote.

BASIC MOTION



- No such thing as a friendly amendment!
- The main motion can only have two amendments pending at a time
 - Primary Amendment
 - Secondary Amendment

AMEND A MOTION ***CLARIFY THE MAIN MOTION***

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Object: To modify, change, improve, or perfect a motion.

Form: “I move to amend . . . by . . .”

- Striking out words
- Inserting words
- Adding words
- Striking out and inserting (OR)
Substituting a complete main motion, resolution, paragraph.
- Requires a second
- Is debatable
- Can be amended
- Majority vote needed
- Can be reconsidered

AMEND A MOTION ***CLARIFY THE MAIN MOTION***

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Object: To refer a pending question to a small group or person to investigate or put in better condition.

Form: I move to refer the topic (or motion) to a committee or”

- Requires second
- Is debatable
- Can be amended
- Majority vote needed
- Can reconsider, if committee has not begun consideration.

COMMIT OR REFER
SEND TO A COMMITTEE OR
ANOTHER PERSON OR AGENCY



Object: To defer action to a definite day, meeting, or until a certain event.

Postpone the item to another date;

Table the item if needs to be discussed later in the meeting (the same day)

Form: “I move to postpone them item until until . . .”

- Requires second
- Debate limited to its merits
- Can be amended to the day or time etc.
- Majority vote needed
- Can be reconsidered

POSTPONE DEFINITELY TO ANOTHER DAY OR TIME



Object: To reject or kill a motion without a direct vote on it.

Form: “I move that the motion . . . be postponed indefinitely.”

- Requires a second
- Is debatable
 - Can go into merits of main motion.
- Majority vote needed
- Only affirmative vote can be reconsidered.

POSTPONE INDEFINITELY
GET RID OF THE MOTION WITHOUT
VOTE



Object: Allow for the orders of the day (agenda) to be taken in a different order.

Form: "I move to suspend the rules to allow....

- To change the agenda to action on Item before the ... item on the agenda
- To allow ... to speak before we act on....
- Requires a second
- Is not debatable
- Cannot be amended
- Requires a majority vote
- Cannot be reconsidered

SUSPEND THE RULES ***CHANGE AGENDA***

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Object: To stop debate and take vote.

Form “I move the previous question.” or “Call for the question.”

- Requires Second
- Not debatable
- Cannot be amended
- 2/3 vote needed
- Limited reconsideration

CALL THE PREVIOUS QUESTION

***STOP DEBATE AND VOTE
ON THE MOTION***



- Remember with parliamentary procedures:
 - We are very small body.
 - Parliamentary procedure is important, but we don't always need all the fancy stuff!
 - Most important thing is, at the end of the meeting, that all members knew exactly what the motion is they voted on and if it passed or failed.

MOST IMPORTANT

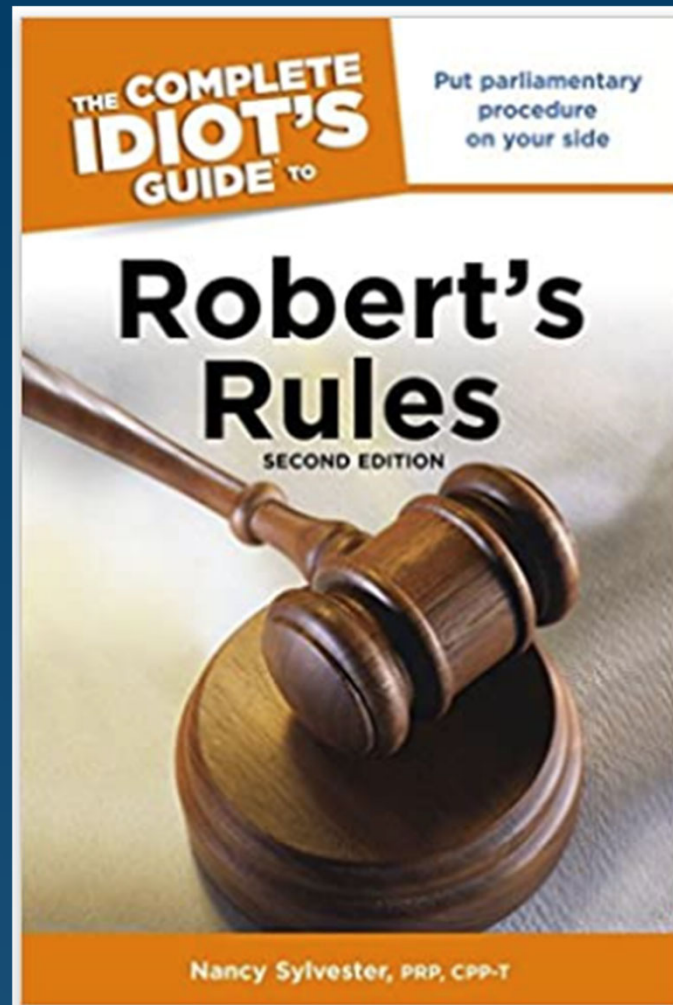
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- Did we serve the organization as well as we could have? Did we deliver a good return on the investment in time and money in this meeting?
- Did we work together, or did we fight one another?
- Did we benefit from the expertise of others?
- Did we use our time wisely or did we waste much of it on minutiae?
- Did we act as a deliberate, informed and principle-based decision-making body?
- Did we fully understand the issues before voting?

MEETING ASSESSMENT

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SIMPLE BASICS IS ALL YOU NEED

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- Have fun!
- Enjoy the experience!
- We are here to help!

Q & A

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THANK YOU!

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