



# *Daughters of Penelope*

## *How to Facilitate a Meeting*

*A REGULAR meeting is a business meeting. According to the DOP Constitution, a minimum of seven (7) regular meetings must be held per year (July 1 to June 30)*

*In addition to the official visitation of the District Lodge, there are several meetings that should be “special” on the agenda. One is Founder’s Day, to be observed annually at a meeting date nearest November 16<sup>th</sup>. Sister Alexandra Apostolides should be mentioned and honored as our founder at this meeting.*



## *Day, Time and Location*

*It is best to select a consistent day, time and location for your meetings as agreed upon by the members (e.g. second Tuesday of the month, 7:00 pm, Library room).*

*This makes it easier for members to predict meeting dates .. and to possibly prevent missing a meeting!*



# *Agenda*

*An agenda (order of business) should be sent out with the minutes of the last meeting in advance of the meeting to allow members time to review.*

*Agenda sample:*

- 1. Call to Order*
- 2. Welcome*
- 3. Minutes (from previous meeting)*
- 4. Officers' Reports*
- 5. Special Committee Reports*
- 6. Unfinished Business*
- 7. New Business*
- 8. Announcements*
- 9. Adjournment*

## *Attendance is Important!*

*This record is necessary whenever elections are held for officers, or delegates in order to determine their eligibility. The Constitution states that a member must have attended at least four (4) regular meetings (from July 1 to June 30) to be eligible to be elected.*

*It might be a good idea to have an attendance sign-in sheet available near the entrance to the meeting along with copies of the agenda.*



# *Conducting a Meeting*

*Do start meetings on time and try to end early!*

*After the Call to Order, we recommend a “Welcome” to guests, dignitaries, and new members. < This may be the best time for guest speakers to present before the meeting gets started.>*

*There is a script to follow for chapter meetings starting on page 3 of the DOP Book of Rituals.*



## *Quorum*

*A quorum for the transaction of business of any chapter meeting is seven (7) members or five (5) members in Chapters with membership of less than twenty (20), including two (2) of the first four (4) elective officers. (Article XXV, Section 3 of the DOP Constitution and ByLaws)*

## *Rules of Procedure*

*Parliamentary Procedure (Robert's Rules of Order, Newly Revised) is used for conducting meetings because it allows democratic rule, a fair hearing for everyone to be heard and to make decisions. Members have the right to present, second, debate and vote on motions.*



# *Motions*

*A motion is a proposal that the assembly takes a stand or action on some issue. Only one motion is allowed on the floor at a time. They are debatable, amendable and can be reconsidered or tabled for a later time.*

## *Steps to a Motion*

- 1. The Chair recognizes a member who asks to speak.*
- 2. A member makes a motion “I move that ....”*
- 3. The Chair asks for a second.*
- 4. If no second, the motion fails.*
- 5. If second, the Chair states the motion, this opens debate. The member who makes the motion speaks first. Debate should include both pro and con arguments.*
- 6. When debate is finished, the Chair states the motion for a vote, or the motion may be amended or tabled for further debate at a later time.*
- 7. When a vote is taken, the Chair asks for both pro and con: “All those in favor of the motion say aye.” Then, “All those opposed say nay”. The Chair states whether the motion is passed or failed.*



## *Script 1. Simple Motion*

*Participant 1 is the Chair, calls on member.*

*Participant 2 makes motion: "I move that we donate \$100 to the Food Bank"*

*Chair: "Do I hear a second"*

*If no second, the motion fails. Chair: "Motion has failed"*

*Otherwise:*

*Participant 3 seconds motion: "I second the motion"*

*Chair restates the motion and asks for discussion:  
"The motion is that we donate \$100 to the Food Bank.  
Is there any discussion on the motion."*

*Discussion: Participant 2 speaks first for it and then  
Participants 3 and 4 may speak.*

*Chair asks: "Is there any more discussion on the  
motion. If not are we ready for the vote."*

*Chair holds the vote on motion: "All those in favor of the  
motion to donate \$100 to the Food Bank say aye." "All  
those opposed say nay".*

*Chair states the result of the vote: "Ayes have it. Motion  
passes." or "Nays have it. Motion failed."*

## *Script 2. Amended Motion*

*Participant 5 is the Chair, calls on a member.*

*Participant 6 makes a motion: "I move to give \$100 to the Food Bank"*

*Chair asks for a second: "Do I hear a second"*

*Participant 7 seconds motion, "I second the motion"*

*Discussion: Participant 6 speaks and then Participant 8 asks to amend the motion: "I move to amend the motion to replace \$100 with \$300"*

*Chair asks for a second: "Do I hear a second to the amendment?"*

*(1)If no second, the amendment fails.*

*Chair: "The amendment has failed." Chair then asks if any more discussion on original motion: "Is there any more discussion on the motion to give \$100 to the Food Bank. If not are we ready for the vote"*

*Chair holds the vote on the original motion: "All those in favor of the motion to give \$100 to the Food Bank say aye." Then, "All those opposed say nay."*

*Chair states the result of the vote. "Ayes have it. Motion passes." or "Nays have it. Motion failed."*

## *Script 2. Amended Motion - Continued*

*(2)If amendment second, the Chair asks for discussion on the amendment for increasing amount to \$300.*

*Participant 8 speaks first in favor of the amendment..*

*Discussion continues pro and con.*

*Chair: ‘ Is there any more discussion’*

*Then hearing none, the Chair asks for vote on \$300: “All those in favor say aye. All those opposed say nay.”*

*The Chair states the result of the vote.*

*-If the amendment passes, discuss and vote.*

*Chair: “Any more discussion on giving \$300 to the Food Bank. ” “Hearing none, we vote on the amended motion to give \$300 to the Food Bank. “All those in favor say aye, all those opposed say nay”*

*The Chair states the result of the vote.*

*-If the amendment fails, goes back to original motion.*

*Chair: “Any more discussion on giving \$100 to the Food Bank. Hearing none, holds the vote: “All those in favor of the motion to give \$100 to the Food Bank say aye.”*

*Then, “All those opposed say nay”*

*The Chair states the result of the vote. “Ayes have it. Motion passes.” or “Nays have it. Motion failed.”*

*Wishing you good deliberations and  
a successful meeting!*

