



# Daughters of Penelope How to Facilitate a Meeting

## **REGULAR MEETING:**

A regular meeting is a business meeting and must be conducted according to the DOP Book of Procedures. The DOP Constitution and By-laws, states that 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 16th. Another option is to host Sunday Fellowship at church and celebrate our Founder Alexandra Apostolides and the Daughters of Penelope.

## **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:**

Opening Procedures: (includes Opening Prayer, Escort of Visitors, Drape of Charter, etc.)

Roll Call of Officers:

Initiations:

Reading and approving minutes of the previous meeting

Treasurer’s Report:

Correspondence:

1. Supreme Headquarters:
2. Grand Lodge:
3. District Lodge:
4. Local Sources:

Committee Reports:

#### 1. Chapter Standing Committees

- a. Sunshine
- b. Relief
- c. Naturalization
- d. Education
- e. Entertainment
- f. Membership
- g. Chapter Maids of Athena Advisory Board
- h. AHEPA Family Committee
- i. Social Media

#### 2. Chapter Special Committees

Unfinished Business:

New Business:

1. Bills
2. Elections
3. Special Announcements
4. Good of the Order
5. Installation

Closing Procedure and Adjournment

## **ATTENDANCE IS IMPORTANT!**

This record is necessary whenever elections are held for officers, or delegates to determine their eligibility. The DOP Constitution and By-laws 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 and her current year's per capita paid.

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:**

You should have the most current copy of the Daughters of Penelope Constitution and By-Laws and the Book of Procedures (formerly known as the Book of Rituals). You may download both from the Daughters of Penelope Global Website under the Forms menu.

**Note:** The DOP Constitution is updated every year after the Supreme Convention. Please ensure that you have the latest copy which will have the current year's convention date.

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.

There is a script to follow for chapter meetings starting on page 6 of the DOP Book of Procedures. As well there is a plethora of information in the Book of Procedures that all members should be familiar with.

## **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 XIII, Section 3 of the DOP Constitution and By-Laws)

## **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".
8. The Chair states whether the motion is passed or failed.

### **Example For a Simple Motion**

**The Chair:** calls on member. Participant 1 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"

### **If seconded:**

**Participant 2, seconds the 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 1 speaks first for it and then other members 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."

### **Example For Amending a Motion**

During the discussion period of a motion. It is possible for a member to amend a motion.

**The member would say:** "I move to amend the motion to replace \$100 with \$300"

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

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."

### **Amended Motion - Continued**

If amendment is seconded, the Chair asks for discussion on the amendment for increasing amount to \$300. The person who made the amendment 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."

## **CHAPTER ROOM ETIQUETTE:**

To help facilitate a meeting and keep proper decorum and order.

## **THE USE OF THE GAVEL:**

1 rap - to seat all officers and members

2 raps - officers rise

3 raps - all rise

- All electronic devices should be silenced before the start of the meeting.
- Members are not to ENTER OR LEAVE the chapter room during the opening or closing prayer, during initiation ceremonies or balloting during an election.
- Knitting, smoking, vaping or chewing gum, are not permitted during the chapter meetings.
- Members should wait to be recognized by the chair before they speak.
- Members are to rise to address the Chair when desiring to speak and address all remarks to the Chair. By standing all members will be able to hear you clearly and it shows that you "have the floor".
- To make a motion, start with the words, "I move".
- Discuss only the immediate pending question, don't introduce other topics.
- Refrain from whispering or causing other disturbance during the meeting.
- District and Grand Lodge Officers should be the first speak under the Good of the Order. They want to hear what your chapter/District is doing before they comment.
- Whenever a member visits another chapter, she does not speak except under "Good of the Order," announcements or if asked to speak.

**Wishing you good deliberations and a successful meeting!**