

Remember - a good meeting is like a good letter. A one page letter will be immediately read and remembered. Several pages, and it may be laid aside and may never be read. A meeting of more than one hour will begin to lose the attention of the attendees. Keep it as short as possible consistent with completing your agenda goals.

Who Leads the Meeting?



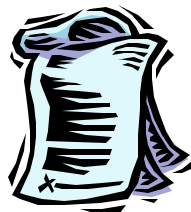
Squadron, district and national meetings are normally chaired by the commander. If the commander is absent, the executive officer should preside. The appropriate officer, committee chair or activity chair presides at their respective meetings.

Why Do We Have Meetings?

1. The Bylaws require it.
2. To give information.
3. To receive information.
4. The organization needs to make decisions.

The Bylaws

Know your squadron, district and national bylaws. They lay out specific requirements that must be met. Actions **cannot** be taken in conflict with these bylaws.



Order of Business

The USPS Bylaws prescribe the order of business as follows:

Invocation
Pledge of Allegiance
Determine quorum*
Approval of minutes
Reports of officers and their committees
Communications
Unfinished Business
Elections of Officers
New Business
Announcements
Adjournment

*A quorum is the number of members required by the bylaws to be present in order to take official actions. Failure to establish a quorum negates all official actions taken.

Unanimous Consent

This procedure should be used where there seems to be no opposition to routine business.

Example: "If there is no objection, the chair will vary the order of business to expedite the meeting."

Example: "If there are no objections, the minutes are approved as read (or corrected, or as published, etc.)."

If any objection is voiced, it must be resolved or the approval must be handled by motions and vote.

Reports by Officers and Others

Always try to discuss reports to be given beforehand to determine content and time required. Most reports provide information only and require only a "thank you" when completed.

When a report includes recommendations; that require handling as motions using Robert's Rules, the motions should be handled at the end of the report.