

Better Meeting Management

Agenda

Meeting: Wednesday, January 10, 2018 @7:00 PM CST

To join the meeting click on: <https://zoom.us/j/452252823>

6:50 PM Host will be on-line

7:00 PM **On-line orientation to ZOOM technology**

Call meeting to order
Introductions

Seminar: Minutes definition
Minutes essentials
Expectations
Reality
First paragraph
Body
Last paragraph
Signatures
The Next meeting

Exercise: If you can, acquire the **Minutes** for your organization's most recent meeting. Have them ready.

Your Turn: you present your "problems" or questions for the parliamentarian.

My turn: An organization held its annual meeting with approximately 20 proposed bylaw amendments. Proper notice of the meeting was given, and the proposed amendments were provided to the members. When the time arrived to deal with the amendments, all the amendments were brought up for consideration and

adoption by one motion. The chair then stated that it was moved and seconded that the proposed amendments be adopted, but no vote was taken, and the chairman moved onto the next item of business. This fact was just recently brought to the board's attention by the office manager, who was the minute taker at the meeting. A point of order was not raised at the time. Was the motion adopted?

We have been advised that, although a breach occurred during the processing of the motion, since no point of order was raised in a timely manner, the silence of the members equates to unanimous consent? Is this correct?

Please have a response ready.

Announcements or requests

Next meeting date:

Adjourn