

## MEETINGS

### A. Meeting Announcements/Flyers

Meeting announcements can be a very effective publicity tool. This can be done through a phone call to members, a newsletter, flyer, or simple e-mail announcement. Keep it simple but concise and an eye catcher either with your fonts or color of your flyer. If the event is an educational session, include the topic title, the date, speaker name and credentials, as well as continuing education credit. For a business meeting, include the agenda or highlight any important agenda items.

Chapter announcements go to **every Chapter member** and to any **prospective member** targeted. Working Committee announcements need only go to those Committee chairs. Timing of distribution differs for each group. Generally, you want the targeted group to receive announcements soon enough to make plans to attend, but not too soon to forget. A schedule of regular meetings for the year can be handed out at the first meeting with monthly reminders two weeks prior to a scheduled meeting. A special yearly event usually requires a minimum of 6-8 weeks notice for personal scheduling courtesy.

### B. Meeting Sites, Dates, Patterns

While each Chapter has different needs and resources, it is recommended that a **yearly** schedule be adopted that meets the needs of the Chapter members and follows NAON's bylaws. Survey the membership to establish the best days of the week, times of the day, and meeting sites. Many groups choose to meet on a specific week night (e.g. 3rd Tuesday of the month), and at the same time (e.g. 7-9pm).

### C. Planning and Conducting a Meeting

#### 1. Preparing for the Meeting

Chapter leaders are clear on the expected outcomes or goals prior to holding any meeting or seminar. Use your meeting agenda to assist both the leader and members in making the best use of time and resources.

Determine what discussion would be enhanced by handouts or audiovisuals. This encourages listener attention and participation. If handouts are necessary, be sure to have enough for all participants

#### 2. Writing an Agenda

The agenda is a critical item in preparing for and conducting a successful meeting. It offers direction, sets the pace, and clarifies the purpose and goals of the meeting. Make the agenda available to participants by distributing copies prior to meeting or outlining on a blackboard/flip chart/easel. Consider the following when preparing an agenda:

- a. Important items should generally be placed first.
- b. Clarify items; include enough cues in the statement to spark your own memory and to assist members, to encourage discussion, and to focus views.
- c. To facilitate pace:
  1. Label items "For information", "For decisions", or "For discussion" (This helps the recorder.)
  2. Place time allowance next to each agenda item.
- d. Traditionally, items are clustered under headings of "Old Business" and "New Business". This can be a helpful means of tracking the progress of group decisions and efforts.

### **3. Conducting the Meeting**

Conducting a successful meeting requires careful planning and organization. Consider the following guidelines when leading a meeting:

1. Position yourself so you can see and be seen and heard by all members.
2. Control the pace by starting on time, adhering to the established agenda, and ending on time
3. When introducing an agenda item, state the expected result. For example, "Recommendations are needed from the members on this issue" or "Three volunteers are needed for this issue/project".
4. At the end of each agenda item, give a brief summary of what has been decided.
5. Avoid seven common mistakes made by meeting leaders:
  - a. coming unprepared
  - b. monopolizing the meeting
  - c. playing comic
  - d. chastising someone in public
  - e. permitting interruptions
  - f. losing control
  - g. resenting questions
6. Keep the meeting on track:
  - a. defer irrelevant topics by clearly stating objectives and time constraints or making notes to take action or gather information outside of the meeting.
  - b. postpone relevant new topics by telling the speaker you will come back to that point at a more appropriate time and restate current objectives.
7. If a member is dominating the meeting or rambling, intervene at a pause, credit his/her contribution, state the need to hear from others, and ask another person if no volunteers come forward.
8. Draw out the silent by calling on them specifically; then express interest and thanks at their response.
9. Conclude the meeting by:
  - a. summarizing conclusions/decisions and goals achieved; try to end on a note of achievement.
  - b. thanking members/groups for participation.
  - c. announcing time, place, and topics of the next meeting.

### **D. Handouts to have available at all Business Meetings**

1. Meeting Agenda (examples in Appendix)
2. Yearly Chapter calendar
3. Local Chapter officers' and committee chairs' addresses and phone numbers
4. Board meeting minutes
5. NAON applications with Chapter #, flyers, and publications

6. Chapter Newsletter (if you have one)
7. ONC information
8. Sample NAON publication/ONJ
9. Chapter's fundraising material
10. Chapter Transfer forms

## **E. Quorum Requirements for Board and General Membership Meetings**

### **General Membership Business Meetings**

Twenty percent (20%) or more of the Chapter membership constitutes a quorum for business meetings. Lack of a quorum does not prevent an informational or educational meeting from taking place. A membership quorum is required for the following Chapter decisions:

- a. Election of officers
- b. Bylaws/policy change
- c. Articles of special business that affect the overall organization of the Chapter such as: changes in Charter, impeachment, special elections following a vacancy of office

A membership quorum can be obtained by mail vote, or voting in person at a business meeting. A majority vote of the membership quorum is required to pass/defeat an issue.

### **Local Chapter Board Meetings**

A majority (at least half) of Chapter Board members constitutes a Board quorum. Any decision not reserved for a membership quorum by the bylaws becomes the responsibility of the board quorum. A Chapter Board quorum is required to decide things such as:

- a. Fund-raising activities
- b. Educational programs
- c. Scheduling of meetings
- d. Mailings to the membership
- e. Publicity
- f. Allocation of Chapter funds

## **F. Attendance Records**

Attendance records should be taken for all board meetings, committee meetings, and regular Chapter meetings. Chapters should distinguish between guests and members. This allows the secretary to gather different data for guests (like mailing address) so that follow-up invitations can be sent. A separate members roster helps determine quorum numbers if a vote is required on an agenda item.

## **G. Chapter Newsletter/Website**

Chapter newsletters and/or web sites are another way of keeping your Chapter members up to date on Chapter activities and upcoming educational sessions. There are links on the NAON web site providing access to individual Chapter websites.