

# What You Need To Know About Meetings

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## Notice

You should notify members of your upcoming meetings in a fair and reasonable manner. Consult your Section Bylaws to determine if there is a requirement for how far in advance of the meeting the Notice should be sent. The Notice should include the date, time and place of the meeting as well as any matter that deals with the Bylaws, conflicts of interest or removal of Officers. The Meeting Notice may also contain the agenda for the meeting. Two sample Meeting Notices are attached.

## Meetings

Each Section is required by law to hold, at a minimum, at least one annual meeting of its members. However, consult your Section Bylaws to determine how many meetings you are required to hold throughout the year. Although Section meetings are held to provide training opportunities for members, these meetings also provide the Section Board an opportunity to update members on the activities of the Section, and the financial condition of the Section, which is a legal requirement. A report by the Treasurer on the financial condition of the Section should be considered at every meeting.

Other activities that can occur during the meeting are the election of officers or Directors, workshops or educational presentations and the ability to socialize with other members of the Section.

NOTE: If your board feels that it needs to follow Robert's Rules of Order, or some other outside document, consider enacting this decision as a Board policy and leaving it out of the Bylaws. This will allow the Board the flexibility to set the rules aside if a circumstance arises where the Board does not want to follow that much procedure. If your Bylaws require Robert's Rules, you will have to amend your Bylaws if you want to set Robert's Rules aside. If you don't remove Robert's Rules from your Bylaws, you should identify in your Bylaws which version and edition will be used.

Generally, when voting on a matter in a Section meeting, a motion is made on a particular matter. The motion must be made by a member of the Section. There must be a second to the motion, also made by a Section member. Once there is a motion and a second, the President (or presiding officer at the meeting) opens the matter up for discussion or questions by the members in attendance. Once the discussion is concluded, the President asks for a vote of those in favor of the motion, and those opposed.

## Agenda

An agenda should state the date, time and place as well as the topics that will be covered at the meeting. It should have all of the information that is required in a Notice. If an agenda is not part of the Meeting Notice, then the agenda should be made available to everyone present at the meeting.

## Minutes

When meetings are held, a record of the meeting needs to be kept. These records are called minutes.

The minutes should include:

- The date, time and place of the meeting,
- A brief review of the program,
- What items were submitted for a vote, and
- The result of the vote.

It is up to the individual how much of the discussion you want to include in the minutes. If you think that the issue is liable to reoccur, sometimes a record is helpful. A sample Minutes is attached.

Source: *The Oregon Nonprofit Handbook* by Cindy Cumfer & Kay Sohl