

## 15.0 BUSINESS MEETINGS

### 15.1 PARLIAMENTARY PROCEDURE

Familiarity with simple forms of parliamentary procedure will be helpful to you. The application of parliamentary rules will achieve consideration for one item at a time, assure the rule of the majority, and protect the rights of the minority.

Rules of order are the means by which you carry out your meetings. Roberts Rules of Order, current edition, is generally acceptable to all organizations, but many organizations use less formal rules and still accomplish what is necessary. There are a number of simple parliamentary law publications to guide you.

### 15.2 MOTIONS

A motion is a proposal that the group takes action on or adopts policies. Motions may be amended by inserting or removing words, striking out some words and inserting others, or substituting one paragraph for another. "I move to amend the motion by (state the change)." Amendments need a second, are debatable, and can be amended. The presider has the authority not to recognize a motion until she/he announces that she/he is ready to hear one.

The seven steps to a motion are:

1. Recognize the floor; tell the group that you are now ready for a motion.
  - a. Mover rises to address the chair.
  - b. Recognition is given by the chair (president).
2. Motion is made. ("I move that...") Never say, "I so move."
3. Motion is seconded. If no second is given, the motion is lost.
4. The chair (or presider) shall state motion clearly and accurately and make sure it is understood by group.
5. Call for discussion and allow ample time.
6. Call for the vote. Presider may ask if the group is ready for the question to assure that there is no further discussion.
7. Announce the vote and results. (Ayes have it, motion is adopted.) When motion has been made, seconded, and stated by the chair, the group is not at liberty to consider any other business until this motion has been disposed of. If the motion is long and involved, the chair asks the mover to hand it in writing to the secretary. The mover cannot withdraw his motion after it has been stated by the chair. In general, all-important motions should be seconded, which may be done without rising or addressing the chair.

All motions should be recorded with the name of the person proposing the motion, but it is not necessary to record the second.

### 15.3 PROTOCOL

Protocol promotes orderly procedure following the rules of etiquette. Personal friendships, likes, and dislikes must not be considered. The office is being honored, not the person. The following order of rank should be observed at all times for seating, introductions, etc. Common sense sometimes dictates slight deviations.

President State Organization

State Officers

State Chairs

District Chairs

District Officers and Chairs

President Local Organization

#### 15.3.1 SEATING GUESTS

In seating guests at a table, place the first ranking guest at the right of the presiding officer, second ranking guest at the left of the presiding officer, third ranking guest at the second right, fourth ranking guest at the second left, fifth ranking guest at the third right, etc.

Example: At a Partners of WHA, Inc. District Meeting, the state president is always seated at the right of the district presiding officer and the speaker is at the presiding officer's left. The district chair should inform the guests and speakers where they are to be seated in advance of the meeting. Place cards should be provided.

Honored guests not seated at the head of the table should be seated in reserved seats directly in front of the head table. It has become accepted practice to introduce those to the left of the presiding officer first, beginning with the far left and then introduce those at the right, beginning with the far right. Introduction of the speaker may be postponed until the time of the speech.

It is courteous to give credit to the chairperson of the arrangements and the members of the committee. The presiding officer should deviate from protocol only with good reason, for example, when a special honor is required.

#### 15.3.2 SPEAKERS

Speakers should be given advance written information:

1. Time, date, place of meeting (luncheon, dinner, etc.)
2. Time allowance for presentation.

3. Complete understanding should be reached as to expenses and fees when arrangements are made.
4. Dress (formal or informal).  
It is never courteous to keep a speaker waiting during a long business meeting or program session. Arrange the agenda so the speaker is presented at the appointed time.

### 15.3.3 INTRODUCTION OF SPEAKER

1. A person is introduced.
2. The purpose of an introduction is to acquaint the audience with the speaker's background, qualifications, and subject.
3. The introduction should be brief, not more than one minute. Do not give the speech yourself.
4. Be factual, not too flowery. Put both the speaker and the audience at ease.
5. Mention the speaker's name at the end of the introduction.

### 15.3.4 WHEN YOU ARE THE GUEST

1. Reply to the invitation immediately.
2. Ask for clarification or additional details if you are in doubt. Never guess.
3. Be prepared with a short message or greeting. You may be called upon unexpectedly.
4. Never appear overdressed for the occasion, especially if you are the speaker.
5. Leave home early to be on time. Know the directions. Time your trip and plan accordingly.
6. Accept all courtesies graciously.
7. Don't forget to send a thank you note.

## 15.4 ORDER OF BUSINESS - LOCAL/DISTRICT/STATE

Part of any formal meeting should be a systematic plan for orderly conduct of a business. The sequence in which business is taken up during a meeting is known as the "Order of Business". The Order of Business is a blueprint for the meeting. Optional headings may include: **OPENING, CONSENT CALENDAR** for disposing of routine agenda business by unanimous consent, **ANNOUNCEMENTS**, or **PROGRAM**. Any item of business can be taken out of its proper order by adopting a motion to suspend the rules with a two-thirds vote, although this is usually arranged by unanimous consent.

### 15.4.1 OPENING THE MEETING

The presiding officer calls the meeting to order when a quorum is present. A quorum is the number of members entitled to vote who must be present in order for business to be legally transacted. Quorum is typically defined in the governing documents in the community association. "The meeting will come to order."

#### **15.4.2 APPROVAL OF MINUTES**

Organizations that only meet one time per year typically do not approve minutes. Instead, the board of directors or another committee should be authorized to approve the minutes. Such a practice makes sense because few members are likely to remember what occurred at a meeting held a year ago. In meetings when minutes are to be approved, the minutes are typically distributed to all members so they do not have to be read aloud. Corrections and approval are normally done by unanimous consent. That is, the presiding officer can ask, "Is there any objection to approving the minutes as read {or distributed." If there is no objection, the minutes are approved.

#### **15.4.3 APPROVAL OF TREASURER'S REPORT**

If there is no objection, the report is put on file.

#### **15.4.4 REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES**

The first substantive item of business in meetings is typically hearing from the officers and established boards and committees. The logic in this order of arrangement is to give priority to the items of business from the leadership. Typically, the presiding officer learns of business from the leadership. Typically, the presiding officer learns in advance who needs to report and only calls on those officers, boards, and committees that have reports.

Reports are generally for information only. In such instances, no motion is necessary following the reports unless there are recommendations to be implemented. A motion should be made "to adopt" or "to accept" a report is to be issued or published in the name of the organization. Reports sometimes include a recommendation for action.

For example, the budget committee may have studied the current dues structure. In his/her report, the committee chairperson might thank the members of the committee for their hard work and explain in detail the committee's position and reasoning. At the end of the report, the committee chair would close by saying, "On behalf of the committee, I move that the annual dues be increased to \$35.00."

#### **15.4.5 REPORTS OF SPECIAL COMMITTEES**

Unlike standing committees established in the bylaws, special committees do not have continual existence. Instead, special committees exist solely for the purpose of a specific project. For example, a special committee might be created to place a specific function or event. Special committees typically go out of existence upon their final report.

#### **15.4.6 UNFINISHED BUSINESS**

Unfinished business refers to matters carried over from a previous meeting. This category of business is sometimes incorrectly referred to as "old business." "Old Business" is a misnomer

in that unfinished business items typically fall into one of several specific categories. For organizations that meet at least four times a year, unfinished business may include:

1. Any matter that was pending when the previous meeting adjourned.
2. Any matters on the previous meeting's agenda that were not finalized.
3. Any matters that were postponed to the present meeting.

The presiding officer should know if there are any items to be considered under unfinished business. As a result, the presiding officer should simply state the question on the first item of business. If there is no unfinished business, the presiding officer should skip this category of business.

#### **15.4.7 NEW BUSINESS**

Much of the work in a meeting is accomplished during the heading of new business. In this category of business, members can introduce any new item for consideration. As a result, the presiding officer may be unaware of what items will arise under new business.

The presiding officer introduces the heading of new business by asking, "Is there any new business?" Any member can then introduce new items of business by making a motion and obtaining a second. Following the consideration of each item, the chair repeatedly asks, "Is there any further new business?" The process continues until there are no additional business items to come before the assembly.

#### **15.4.8 CLOSING THE MEETING**

In most assemblies, the presiding officer can adjourn the meeting without waiting for a motion to adjourn. If all items of business have been considered, the presiding officer can ask, "Is there any further business?" If there is no response, the meeting can then be adjourned.

### **15.5 SUGGESTED OUTLINE FOR RECORDING MINUTES -LOCAL, DISTRICT, STATE**

#### **15.5.1 ABOUT MINUTES**

Minutes are the official record of business conducted at a meeting and become the history of the organization. Personal comments and general discussion are omitted in the minutes. Write minutes as soon as possible after the meeting while material is fresh in your mind.

#### **15.5.2 SUGGESTED OUTLINE FOR RECORDING MINUTES**

1. Name of organizations
2. Type of meeting
3. Time, date and place of meeting

4. List or number of those present
5. Meeting was called to order by (presider) at "time" and "place"
6. Disposition of the minutes
7. Disposition of treasurer – briefly describe any discussion
8. Report of committees – any action taken – briefly describe any discussion
9. Unfinished business – any action taken – briefly describe any discussion
10. New business – action taken – briefly describe any discussion
11. Announcements including the date of the next meeting
12. Adjournment – time
13. Signature of Secretary only

All motions should be included with the name of the person making the motion and the disposition of the motion. (Person seconding does not need to be named). Secretary should read the exact motion to the group before it is voted on. Minutes should be as concise as possible while still including the items above.

### 15.6 LEADERSHIP - LOCAL/DISTRICT/STATE

Leadership is that intangible art or skill of motivating others to act. There are as many styles of leadership as there are individuals. No single style is correct or best. Every leader brings to the office his or her own unique blend of knowledge, experience, talents, and personality. Leadership is a learned skill.

Leadership in Partners of Wisconsin Hospital Association organizations offers the challenge of enhancing patient care and influencing the education of the community.

Successful leaders possess the ability to:

1. Inspire
2. Generate action
3. Influence the direction of the organization
4. Ensure its continuation through team building and training Information can be learned, experience expanded and abilities developed, but the personality traits of a potential leader are indicators of his/her future effectiveness.

Successful leaders are:

1. Resourceful
2. Responsible
3. Dependable
4. Willing to learn
5. Flexible

They also:

1. Take initiative
2. Communicate well with others
3. Listen
4. Inspire confidence

5. Know how to delegate responsibility
6. Admit making a mistake
7. Profit from their leadership experience
8. Are committed to the purpose, growth and success of the organization.

## 15.7 MEETING MEDITATIONS

Almighty God and Heavenly Father of Mankind, bless we pray Thee, our endeavors in those hospitals in which we strive to bring comfort and hope to all who are in distress of mind or body. Guide us so that we may use the privilege given us to help the aged, the ill, and the very young with generosity, with discretion, and with gentleness.

Give us the strength to labor diligently, the courage to think and speak with clarity and conviction, but without prejudice or pride.

Grant us, we beseech Thee, both wisdom and humility in directing our united efforts to do for others only as Thou would have us do. AMEN

Our Heavenly Father: We thank You for hearing us when we pray and for giving us help with our lives. For Your forgiving love, may the love we give in return be a constant song in our hearts and may other hearts pick up the melody until it becomes an anthem of praise.

We thank You for the beauty of Your wonderful world. Grant that we may find joy in service, satisfaction in our work and strength in friendships.

Thank You for the spirit of love which has gone into the preparation of this meeting. And now, we thank You for this food. Come be with us as our welcome guest, and help us always to do our best. AMEN.

As we gather this day, may we be ever mindful of our purpose and dedication. May we find strength in one another as we pursue our tasks and seek resolutions to the issues before us. We seek wisdom and humility in our efforts to do for others. We seek love and harmony for this group and for all people. We seek courage to provide leadership which is free of prejudice. May each of us draw upon faith within us to find clarity of thought and speech and direct our efforts to the good of this organization.

Sovereign God, before the mystery of your presence and power we humbly ask you to bless the ministrations of the hospitals we represent. Bless each who work, serve, or volunteer that the talents and skills they bring will be gifts of healing and grace for all. Shape their words into avenues of understanding and compassion. Mold their deeds with tenderness and grace so each patient, visitor and staff member will be prized and valued. Rekindle in all those we represent the joy of helping the aged, the ill, the newborn, and the dying. Remind them and us again of how fragile and precious life is. With real humility we pray all our efforts will reflect your sovereign will. AMEN.