

# How to Conduct a Meeting

What, a meeting? 

No, another meeting... 



Electoral Boards are “public bodies” – there are rules!

**[Devilish details on the last page]**

SOME BASICS:

- Advertise the meeting!!! Date/Time/Location
- “Agenda” is your best friend – always have one!
- Do homework before the meeting.
- The “Chair” must control the meeting.
- Humans communicate in writing or talking – meetings mean talking!
- It’s your meeting; spectators observe, they don’t play.
- **INCLUDE YOUR GENERAL REGISTRAR!!!**
- All members of the meeting must stay on subject.
- A meeting may not be able to resolve all issues.

“Robert’s Rules of Order” is...a vehicle with a steering wheel

**You Are The Driver**

Follow some basic rules\* ... for a public body

**Important to Remember: It's YOUR MEETING!**

Planning – place and time ... above all, **AGENDA!**

Agenda, Agenda, Agenda...did I mention the importance of an Agenda?

## Agenda

When, where, who, why

- Call to Order • Roll Call • Public (if any) to Speak
- Approval of Minutes • Reports
- Unfinished Business • New Business • Adjourn\*

# Basic Rules

**It's your meeting...observers observe, they do not participate**

**Discussions of business – communicate with each other.**

## **Action requires a Motion**

“Motion” puts an item ‘on the floor’ – requires a second for discussion

The Question (“How do you Vote?”) is called; the Motion passes or fails.

Motions (not so basic...)

Can be amendment

Can “Lay on the Table”

Can “Take from the Table”

Motion to Adjourn\*

Other Motions 🤨 : Point of Order; Point of Privilege; Point of Information

Suspension of Rules 🤨 (Really? Really!)

# Closed Meetings...or Closed Session



**There must be a legitimate reason - § 2.2-3711** [...A.(1), (4), (7), (8), (19), (34)]

1. Make a motion to go into Closed Session, cite the section of § 2.2-3711:  
“I move the Electoral Board of the County of EURA convene in closed session to discuss voting security matters pursuant to § 2.2-3711.A.(19) and that the General Registrar attend the session.”
2. When finished, make a motion to adjourn the closed session and return to open session
3. When in open session, certify the closed session - : § 2.2-3712  
“I move the Electoral Board of the County of EURA certify that in the closed session just concluded the only matters discussed were voting security matters as identified in the motion to close the meeting pursuant to the Virginia Freedom of Information Act and that my motion be approved in open session.”

**Roll Call Vote required**

## Follow Your Agenda

Start the meeting, take roll, address past minutes, receive reports, discuss activities of interest, act as necessary and adjourn. **CREATE MINUTES**

When members of the public speak: You listen and say, “Thank You”

### **The “Chair” controls the meeting**

Stay on subject of discussion

Minimize side conversation/disruption

Take **ACTION** as necessary

Adjourn\* on time

#### **Devilish Details:**

**Roberts Rules of Order\* There are certain motions that are privileged - no second is required**

Code of Virginia:

§2.2-3707 Notice of Meeting

§2.2-3708.2 Meetings by Electronic Means during an Emergency

§2.2-3711 Closed Meetings

§2.2-3708.3 Meetings by Electronic Means

§2.2-371 Closed Meetings – Certification