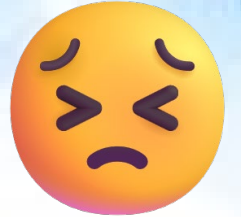
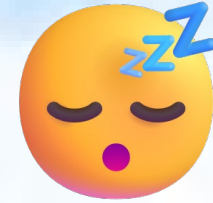


# How to Conduct a Meeting

What, a meeting?



No, another meeting



Rick Herrington  
Secretary  
City of Fairfax  
Electoral Board

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

[Devilish details on the last page]

## IMPORTANT BASICS:

- Advertise the meeting!!! Date/Time/Location - Include Agenda
- “Agenda” is your best friend – always have one!
- Do your homework.
- 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!!!
- Members 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: It's YOUR BOARD MEETING!**

Planning – a place, time and above all, 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\*

**CREATE MINUTES - A SUMMARY, not a NOVEL**

# 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 item ‘on the floor’ – normally requires a second for discussion\*

A “seconded motion” allows discussion and then, “The Question is called” (??)

**THE QUESTION – “HOW DO YOU VOTE?”**

The Motion passes or fails.

Motions\* (not so basic...); amendment; “Lay on the Table”; “Take from the Table”

Other Interesting Motions 🤔 : Adjourn; 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 Meeting, **cite the section of § 2.2-3711**:

“I move the Electoral Board of EURA County convene in closed session to discuss voting security matters pursuant to § 2.2-3711.A.(19) and the General Registrar attend the session.”

When finished, return to open session by agreement – no motion required

3. When in open session, **certify the closed meeting** - : § 2.2-3712

“I move the Electoral Board of EURA County certify that in closed meeting 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 my motion be approved in open session.”

## **Roll Call Vote required**

### **A Devilish Detail:**

**Provisional Ballots Meeting: See § 24.2-653.01 and EB/GR Manual 13.6.4 & 14.2.1. For the provisional ballot meeting, a motion to convene a “limited attendance meeting” is appropriate.**

## 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”**  
**## NO INTERACTIVE DIALOG ##**

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

Stay on subject, minimize side conversation/disruption

Take **ACTION** as necessary and always Adjourn\* on time

### Devilish Details:

\*Roberts Rules of Order: Certain motions are privileged, non debatable, no second required  
[12<sup>th</sup> Edition (2020)] Check 49:21 Procedures in Small Boards ...  
Small boards need not second motions (49:21 2) 🤔

### Code of Virginia:

§2.2-3707 Notice of Meeting

§2.2-3711 Closed Meetings

§2.2-3708.2 Meetings by Electronic Means during an Emergency

§2.2-3708.3 Meetings by Electronic Means

§2.2-3712 Closed Meetings – Certification