

# EXECUTIVE MEETINGS

Executive meetings happen regularly. At the meetings, the GPC will discuss ideas for events, relay information between committees and vote on what events to promote and how to spend its allocated funds. *Robert's Rules of Order* will be used to facilitate discussions.

## RELAXED ROBERT'S RULES OF ORDER TERMINOLOGY

1. Call to Order: Meeting is to begin.
2. Move: To call to action.
3. Lay on the Table: To delay the motion until stated.
4. Lay on the Table Indefinitely: To make motion to die.
5. Out of Order: an individual(s) is not acting within proper procedure.

*These are terms that are used most often. There are times in which other terms will be used. They will be explained as they arise.*

## AGENDA

1. Call to Order: Meeting is beginning.
2. President's Report: Verbal; tells what needs to be done, gives additional information, asks for volunteers, etc.
3. Secretary/Treasurer's Report: Verbal; covers budget and minutes of previous meeting.
4. Executive Board Member's Reports: Verbal; informal, tells about progress, gives feedback to programs, etc.
5. Old Business: Approval of the minutes, inform others of changes in upcoming events, take proposals off the table.
6. New Business: New proposals, discussion and proposal passage.
7. Announcements: Reminders and comments.
8. Dismissal.

## RELAXED ROBERT'S RULES OF ORDER

*To speak during the meeting*

1. You must be recognized by the President.
2. You may speak without recognition when seconding a motion.

*To digress from proper procedure*

1. A vote is to be taken.

*To pass a proposal*

To begin:

1. Must be during "New Business".
2. Must be recognized by the President.
3. Explain what you are proposing.

4. Make a move for favorable passage. I.E., “I move for favorable passage of proposal number \_\_\_\_.”

#### *Question and Debate*

1. There will be an opportunity for question and debate after a move for favorable passage.
2. Those with one question must be recognized by the President.
3. Those with multiple questions must be recognized by the President, and must ask the Vice President if they are open to a series of questions. If the answer is “yes”, ask all the questions that you like that pertain to the proposal. If the answer is “no”, you must be recognized by the President for each question.
4. When no one else has a question, someone must make a motion to end questions and debate.
5. A second is needed.

#### *Problems with the Proposal*

1. If a problem occurs with a proposal that cannot be resolved during the meeting, the proposal will be laid on the table.
2. The motion needs a second.
3. In order for the proposal to be discussed again, it must be taken off the table and discussed in “Old Business” of the next meeting.

#### *Voting*

1. After question and debate has ended, voting occurs.
2. Voting is done verbally using “AYE” or “NAY”.
3. If the vote cannot be distinguished verbally, the vote shall be done by show of hands.
4. In order for the proposal to pass, there must be a majority in favor.

#### *Passage*

1. If the proposal is passed, it goes into action.
2. If the proposal is not passed, it goes back to the drawing board.
3. A proposal cannot be passed unless there is a quorum, I.E., 4 Vice Presidents and either the President or Secretary/Treasurer in attendance.

#### *To dismiss a meeting*

1. The President makes a motion to adjourn.
2. A second is needed.

### **PROPOSAL PROCEDURE**

1. Proposals are to be discussed under “New Business” in the GPC Executive meetings.
2. The format in which a proposal is to be done is located in the “Forms” section of the GPC website. If certain things do not apply to your event, write “n/a”.
3. Proposals need to be turned in to the President two days prior to the GPC meeting in which it will be discussed so that it can be certified and placed on the meeting agenda. Don’t forget to bring your own copy to the meeting!