

Omega Omega Chapter of Kappa Kappa Psi

Monday, February 20th, 2007 – Sample Chapter Meeting Agenda

⊕ OPENING

- Say Preamble / Five Purposes
- Approve Minutes as Emailed (*Anyone!*)

⊕ OFFICER REPORTS

- President / Executive Council
- Vice-President of Membership
- Vice-President of Service
- Secretary
- Treasurer
- Other Officers / Committees
- Sponsor

⊕ BUSINESS

- Form Constitution Redraft Committee (*Tess*)
- Schedule Alumni Picnic (*John*)
 - Proposed Date: 4/22, Library Lawn
 - This date is available and works for the SOM
- Allocate \$35 for Refreshments for the Symphony Band Concert on 3/1/05 (*Rob*)
- Discuss Raffle Fundraiser for 10 Minutes (*Katie*)
- Elect Omega Omega's Delegate to District Convention
 - Floor Opens for Nominations
 - Discussion without Candidates (5 Min)
 - Voting will determine the delegate (must receive a majority to win. If no one receives a majority, then we will have a runoff) After that, the second and third place candidates will be the two alternate delegates.
- Approve MC Class Proposed Service Project (*Alex*)
 - Clean school marching band instruments on Saturday, 3/1. Most supplies will be provided by band, polish will cost us \$30.
 - Candidates will organize and schedule everything.
 - This has been gladly approved by the band staff.

- Membership Candidates: Please step out for a moment. Thanks!

- Progress Report from Vice-President of Membership
- Membership Education Business – Short! (*Jess*)

- Membership Candidates come back in!

⊕ MUSICAL ACTIVITY

- Practice Hymn! (*Megan*)

⊕ CLOSING

- Say Creed / Sing Hymn

**Great Job on
Uniform Service
Day!**

**District Convention is
next weekend!
Get Ready!**

**National Convention
July 24-29, 2007
Orlando, FL**

**National
Intercollegiate Band
Tapes Due
4/2/2007
See Megan!**

**Remember to pay
Katie if you went on
the camping trip.**

AEA

**To get an item on this
agenda, email Katy by
5:00 pm on Sundays!**

KAPPA KAPPA PSI

How to Effectively Chair a Meeting

- ***Make a written agenda*** before the meeting and provide copies for everyone. You have enough to pay attention to during the meeting without having to figure out what's next. There is a sample agenda on the other side of this handout. Your agenda need not to be as fancy as the sample if you don't want it to be – but provide the information! Preparing for the meeting is your job. When using agendas, do all business on the agenda *first*, and then allow other business. Make sure the chapter members know how to get items on the agenda in advance.
- ***Clarify, clarify, clarify...*** You have to develop a knack for seeing when the chapter isn't sure what's going on. Whenever you see that, clarify. Restate the motion when necessary, explain the rule when necessary – the more comfortable they feel, the more open they'll be. Before each vote, make clear what the group is voting on.
- ***You can give your opinion***, that's okay -- they elected you to lead. But if you are going to take a side on a heated issue, you need to let the second-in-command chair that part of the meeting.
- ***Be consistently fair***. Check yourself always to make sure you're acting as unbiased as possible. That doesn't mean you can't have an opinion and even share it (as mentioned above), but the way you chair the meeting should be completely neutral.
- ***Know the rules***. That's your job and people will look to you to know them. If you know something tricky is going to come up at the meeting, go over it with your parliamentarian, look it up or call someone. Inexperienced chairs have run very difficult meetings successfully because they prepared well beforehand.
- ***You have to follow the rules all the time...*** even when it is inconvenient to do so. Otherwise, it becomes, "Who gets to decide what rules we follow and when we follow them?"
- ***"Queue" people***. If during discussion there are multiple people with their hands raised, call on several in the order they get to speak and write down the order. That way, people know you're watching and won't have to keep their hands raised forever. If there's one person waiting to speak next while someone else is talking, acknowledge them with a head nod.
- ***Keep on topic and keep moving***. If someone starts going on a tangent, carefully interrupt and ask them to stay on topic. Also, it is your job to keep things moving by suggesting courses of action. If a proposal isn't ready yet, recommend the group postpone it until the details are worked out. If discussion is going in circles, say so and ask if anyone has anything new.
- ***Use "Accept by Unanimous Consent" to speed things up***, once you're comfortable with the basics. "*Unanimous Consent*" is used for business which that you know everyone is completely in favor of the item being consider – like approving the minutes or an obvious amendment. Instead of taking a formal vote, you merely ask, "Are there any objections?" Then, wait a few seconds, and if no one speaks up then the motion is passed. **However**, this is *only* used for things that you *know* aren't contentious. If even one person objects, stop and consider it normally. If you know someone *might* disagree, don't even try to use *Unanimous Consent*.