



Altrusa International, Inc.

VIRTUAL CLUB MEETING TIPS AND SAMPLE AGENDAS (SEPTEMBER 23, 2017)

Prepared by the 2017 - 2019 Virtual Club Task Force. This quick reference document is designed to be used in conjunction with the Virtual Club Guide, President’s Guide, Point of Order, and other supporting materials.

TABLE OF CONTENTS

VIRTUAL CLUB PRESIDENT’S MEETING RESPONSIBILITIES.....	2
To the Members	2
To the Board of Directors.....	3
Tools and Resources.....	3
PLANNING FOR EFFECTIVE CLUB MEETINGS.....	4
Effective Meeting Considerations.....	4
Preparing an Agenda.....	4
Sample Meeting Agendas.....	5
BASIC RULES OF PALIAMENTARY PROCEDURE.....	7
Parliamentary Procedure.....	7
A Quick Look at Parliamentary Procedure.....	7

VIRTUAL CLUB PRESIDENT'S MEETING RESPONSIBILITIES

TO THE MEMBERS

Assume the leadership role of president. Every group needs a leader. Be prepared to maintain order, to make final decisions, and to set the vision for the direction of your Virtual Club. The qualities and duties of a virtual leader are the same that are expected of a traditional club leader. The major difference is that electronic communications are a core element in a Virtual Club.

Many of the meeting concepts that apply to a traditional club will also apply to a Virtual Club. As explained in the President's Handbook, the president's main responsibility is not to rule, manage, or oversee, but to preside. There's a lot of truth to this, and of course, there is a protocol. *Club Bylaws Article VII provides that Altrusa Clubs must meet at least once a month.*

Until the Virtual Club decides how it wants to conduct its electronic meetings, a simple first step is to utilize FreeConferenceCall.com – a phone based service which also offers an online meeting link. This initial form of communication would allow self-introductions and an opportunity for the members to get to meet each other. Once the members decide how they would like to conduct future meetings, that platform will become the electronic format for their future meetings. During the meeting, the president should:

- Prepare a written agenda for all Club meetings and ensure that all members receive the agenda before the meeting. Be prepared for each meeting by verifying members' roles on the agenda. Many things may be delegated but the ultimate responsibility is yours.
- Preside with enthusiasm at meetings. Put your best foot forward, keeping in mind that your attitude as leader of the club is reflective of the group.
- Provide membership with updated club news and express appreciation for Club achievements. Everyone deserves for a job well done, especially if they are fulfilling the goals you set for the Club. Ensure every individual is recognized for his or her efforts.
- Contribute to the growth and development of the group as a team.
- Encourage broad participation in decision making.
- Spread the workload among the membership.
- Encourage leadership growth of members through individual involvement.
- Develop commitment to group decisions.
- Allow for discussions of important issues and keep on track.
- Follow approved parliamentary procedure and maintain order.
- Keep members "thinking District and International" by raising their sights to the scope of their membership.
- Share and discuss correspondence from District, International, and the International Foundation with your members to keep them interested and informed about what is happening at our organization's



Virtual Club Meeting Tips and Sample Agendas

highest levels. Include bylaw or policy changes and other board or Foundation decisions so the Virtual Club membership is up to date.

- During your meetings, promote District Conference/International Convention attendance to ensure a full delegation of representatives.
- Get input from the membership to determine next meeting and the electronic format that will be used.
- At conclusion of meeting, provide a final summary and make follow-up assignments.

TO THE BOARD OF DIRECTORS

- Schedule a platform for regular board meetings
- Prepare an agenda for board meetings and send the agenda to every board member before the meeting.
- Preside at board meetings following approved parliamentary procedures. Allow time for full discussion of business.
- Prepare the board's actions and recommendations in concise and clear language before presenting them to the Club. This may be designated to the secretary.
- Share District and International communications with board and committee chairs as soon as possible.
- Give advance notice of business to be considered by the Club, especially when the bylaws so specify or when a controversial topic is on the agenda.

TOOLS AND RESOURCES

- [Altrusa International Official Bylaws](#) - Revised July 24, 2017
- [Altrusa International Official Policies](#) - Revised March 18, 2017
- [Altrusa International Resource Guide](#) (Replaces the Encyclopedia)
- [Club President's Handbook](#) - Revised July 2016
- [The Altrusa Tradition](#) - Revised 2017
- [Point of Order](#) - Revised June 2015
- [Sample Motion Form](#)

PLANNING EFFECTIVE CLUB MEETINGS

EFFECTIVE MEETING CONSIDERATIONS (BEFORE, DURING, AFTER)

Before:

- Understand the purpose of the meeting.
- Define who should attend and invite them.
- Provide agenda, handouts, documents, etc. to attendees
- Provide platform information with instructions

During:

- Start on time
- Do a roll call with members so everyone knows who is in attendance.
- Ask members to put their phones on mute. (This action will eliminate background noise and make it easier for members to hear the speaker.)
- Remind members to disable the mute function before they begin to speak.
- Welcome attendees and explain the group's purpose,
- Review the agenda (revise if necessary and proceed)
- Clarify procedures and set time parameters.
- Review action items from the last meeting.
- Develop and maintain a thought line.
- Include all members in participation.
- Summarize periodically and test for understanding.
- Establish and assign action items
- Evaluate the meeting results.
- Close the meeting positively and on time.

After:

- Prepare and electronically distribute minutes (secretary)
- Follow up on action items
- Plan the next meeting

PREPARING AN AGENDA

An organized agenda allows the group to have a productive and efficient agenda. It helps you stay on track and focused on the item. Once you've done it a few times, it becomes second nature. Quick Tip: Make an agenda template that can be used for each meeting so you don't have to start from scratch. Items that will help you prepare the agenda include:

- Bylaws and Policies help ensure your activities are following established guidelines.



Virtual Club Meeting Tips and Sample Agendas

- Minutes from the previous club meeting. The minutes will help you with agenda items like unfinished business, tabled motions, and pending reports.
- Minutes from the board meeting. Actions taken by the board need to be at least announced, if not approved, by the membership.
- List of board and committee members. These lists will help you remember which officers and chairmen are to report on special projects,

SAMPLE MEETING AGENDAS

Draft the agenda. Don't be afraid to experiment if it means better efficiency. Below are basic frameworks for:

Combined Program and Business Meeting.

1. Call to order (President)
2. Roll Call/Introductions (All)
3. Altrusa Collect or Altrusa Accent (President's Appointee)
4. Correspondence/Communications (Secretary)
5. Program (Program Chair)
6. Unfinished Business (Do not place on agenda if there is none) (President)
7. New Business (President)
 - a. Approval of Minutes (Secretary)
 - b. Treasurer's Report (Treasurer)
 - c. Board of Directors Report (President or Secretary)
 - d. Standing Committee Reports (Committee Chair)
 - e. Special Committee Reports (Committee Chair)
8. Announcements (President)
9. Benediction (President's Appointee)
10. Adjourn (President)

Board or Business Meeting

1. Call to order (President)
2. Roll Call/Introductions (All)
3. Altrusa Collect or Altrusa Accent (President's Appointee)
4. Approval of Minutes (Secretary)
5. Correspondence (Secretary)
6. Reports from committees, discussion of recommendations (President)
 - a. Membership Action on Recommendations for Membership (Committee Chair)
 - b. Finances: Financial Report (Treasurer)
 - c. Board of Directors Report (President or Secretary)
 - d. Standing Committee Reports (Committee Chair)
 - e. Special Committee Reports (Committee Chair)

7. Unfinished Business (do not place on agenda if there is none) (President)
8. New business (President)
9. Benediction (President's Appointee)
10. Adjournment (President)

Program Meeting

1. Call to order (President)
2. Roll Call/Introductions (All)
3. Altrusa Collect or Altrusa Accent (President's Appointee)
4. Program and/or initiation of new members or new member orientation (Program Chair)
5. Special Business (President)
6. Benediction (President's Appointee)
7. Adjournment (President)

Tips for Following the Agenda

- After the roll call, check for a quorum. At least one-third of your membership must be present for action to be taken via vote.
- Members may ask for a rearrangement of the agenda items. This may be done in a separate agenda item or as part of the president's call to order.
- Minutes do not need to be read. They can be sent electronically ahead of time and then approved as presented or as corrected. Ask if there are any corrections to the minutes. If there are no corrections, announce that the minutes are approved as presented.
- Treasurers can use the same system used for minutes. After the treasurer's report is given, ask for questions. If there are no questions, state that the report will be filed with the secretary for internal verification or audit (whichever your club does). The treasurer's report is never approved, the auditor's or verification committee's report is approved.
- Committees having reports should be listed under appropriate categories. Those without reports are not listed.
- Items requiring action should be so listed under each appropriate agenda item.
- Either the president or the secretary gives the report of the board of directors. The only information given is the action(s) taken during the meeting.
- During a program meeting, the focus must be on the program.



PARLIAMENTARY PROCEDURE

All Altrusa groups (Clubs, Districts, and International) function through the rules of parliamentary procedure because it gives order to our meetings. The Point of Order is available on our International website and is a simplified version of Robert’s Rules of Order. Fundamental principles include:

Courtesy to all	Justice for all	Rights of the minority
Rule of the majority	One item at a time	Partiality for none

BASIC RULES OF PARLIAMENTARY PROCEDURE

1. The organization is paramount.
2. All members are equal.
3. A quorum must be present for action to be taken legally. Our bylaws state that the quorum for a Club meeting in one-third of the members.
4. Consider only one main motion at a time; only one person may have the floor at a time.
5. Full debate on a motion is in order unless limited by standing rules or parliamentary authority.
6. The issue, not the person, is under discussion.
7. Once settled, a main motion may not be considered in the same form in the same session..except..by a motion to reconsider.
8. A majority vote rules in most instances except when required by Club bylaws or parliamentary authority. A majority vote is more than one half of members voting on the particular matter. A 2/3 vote (when only two choices are possible) is at least twice as many on one side as on the other.
9. Silence gives consent.

The basic building block of parliamentary procedure is a motion-a proposal that the assenbly take a stand or take action on some issue. Members can present motions (make a proposal), second motions (express support for discussion of another member’s motion), debate motions (give opinions on the motion), and vote on motions (make a decision).

A QUICK LOOK AT PARLIAMENTARY PROCEDURE					
Your member may request to	By saying	Member may interrupt the speaker?	Must it be seconded?	Is the motion debatable?	What vote is required?
Adjourn the meeting*	“I move that we adjourn.”	No	Yes	No	Majority
Recess the meeting	“I move that we recess until...”	No	Yes	No	Majority

A QUICK LOOK AT PARLIAMENTARY PROCEDURE					
Your member may request to	By saying	Member may interrupt the speaker?	Must it be seconded?	Is the motion debatable?	What vote is required?
Complain about noise, room temp., etc.*	“Point of privilege”	Yes	No	No	No vote
Suspend further consideration of something*	“I move that we table it.”	No	Yes	No	Majority
End debate	“I move we vote on the previous question.”	No	Yes	No	2/3 vote
Postpone consideration of something	“I move we postpone this matter until...”	No	Yes	No	Majority
Have something studied further	“I move we refer matter to a committee.”	No	Yes	Yes	Majority
Amend a motion	“I move that this motion be amended by...:”	No	Yes	Yes	Majority
Introduce business (a primary motion)	“I move that...”	No	Yes	Yes	Majority
Object to procedure or to a personal affront*	“Point of order”	Yes	No	No	Chair decides
Request information*	“Point of information”	Yes	No	No	No vote
Ask for a vote by actual count to verify a voice vote*	“I call for a division of the house.”	No	No	No	No vote
Object to considering some undiplomatic item	“I object to consideration of this question.”	Yes	No	No	2/3 vote



Virtual Club Meeting Tips and Sample Agendas

A QUICK LOOK AT PARLIAMENTARY PROCEDURE					
Your member may request to	By saying	Member may interrupt the speaker?	Must it be seconded?	Is the motion debatable?	What vote is required?
Take up a matter previously tabled*	"I move to take from the table."	No	Yes	No	Majority
Reconsider something already disposed of*	"I move we reconsider our action relative to ..."	Yes	Yes	Yes	Majority
Consider something out of its scheduled order*	"I move we suspend the rules and consider..."	Yes	Yes	Yes	Majority
Vote on a ruling by the chair*	"I appeal the chair's decision."	Yes	Yes	Yes	Majority

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