



## LOCAL OFFICER'S MEETING GUIDE FOR HOLDING THE LOCAL'S REGULAR MONTHLY MEETING

**CALL TO ORDER - [PRESIDENT] RAP THE GAVEL ONE TIME; "I NOW DECLARE THIS MEETING OF SMART LOCAL \_\_\_\_\_  
OPEN FOR THE TRANSACTION OF SUCH BUSINESS AS MAY PROPERLY COME BEFORE IT**

**ROLL CALL OF OFFICERS— [PRESIDENT] CALL FOR OFFICER ATTENDANCE /  
[SECRETARY] RECORD OFFICERS IN ATTENDANCE ON THE MINUTES**

**READ PREVIOUS MONTH'S MINUTES— [SECRETARY] READ PREVIOUS MONTH'S MINUTES  
[PRESIDENT] "ARE THERE ANY CORRECTIONS TO THE MINUTES AS READ?"  
[SECRETARY] RECORD CORRECTIONS UNTIL THERE ARE NONE  
[PRESIDENT] "IF THERE ARE NO (FURTHER) CORRECTIONS, THE MINUTES STAND  
APPROVED AS READ"**

**ADMISSION OF NEW MEMBERS— [SECRETARY] INTRODUCE NEW APPLICANTS. IF NONE, STATE "NO NEW APPLICANT'S  
FOR THIS MONTH."  
[PRESIDENT] - IF THERE ARE NEW MEMBERS, SWEAR THEM IN AS PROVIDED IN ARTICLE  
21B, SEC. 41, LINES 19-27**

**TREASURER'S REPORT— [TREASURER] GIVE MONTHLY REPORT AS GENERATED FROM WINSTABS (IF UNABLE TO BE  
PRESENT, PROVIDE YOUR REPORT TO THE PRESIDENT FOR READING AT THE REGULAR MONTHLY  
MEETING.)**



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**REPORT'S OF OFFICERS & COMMITTEES— [PRESIDENT] GIVE REPORT  
[LCA] GIVE REPORT  
[LR] GIVE REPORT  
[COMMITTEES] GIVE REPORT**

**COMMUNICATIONS— [SECRETARY] REPORT ON ANY COMMUNICATIONS RECEIVED OR DISSEMINATED ON BEHALF OF THE  
LOCAL  
[PRESIDENT] CALL FOR ANY OTHER REPORTS ON COMMUNICATIONS**

**UNFINISHED BUSINESS— [SECRETARY] RECALL UNFINISHED BUSINESS FROM THE PREVIOUS MONTH'S MINUTES  
[PRESIDENT] ASK FOR DISCUSSION/ACTION ON THE UNFINISHED BUSINESS. IF NONE, MOVE ON.**

**NEW BUSINESS— [PRESIDENT] OPEN THE FLOOR BY CALLING FOR ANY NEW BUSINESS**

**BILLS OF ALLOWANCE— [TREASURER] REPORT ON BILLS OF ALLOWANCE PROPERLY SUBMITTED  
[PRESIDENT] CALL FOR DISCUSSION / CALL FOR MOTION TO APPROVE**

**NOMINATIONS OF OFFICERS & COMMITTEE PERSONS— [PRESIDENT] WHEN APPROPRIATE, HANDLE NOMINATIONS**



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**ELECTION AND INSTALLATION OF OFFICERS— [PRESIDENT] HANDLE ELECTIONS / SEE ART. 21B, SEC. 58, LINES 14-24**

**SAFETY FIRST— [LR/SAFETY REP] REPORT ON SAFETY CONCERNS/RECOMMENDATIONS  
[PRESIDENT] CALL FOR ANY OTHER SAFETY FIRST BUSINESS**

**WAYS & MEANS— [PRESIDENT] CALL FOR ANY DISCUSSION ON WAYS & MEANS OF IMPROVING SMART**

**ADJOURN— [PRESIDENT] ANNOUNCE THE DATE & TIME FOR THE NEXT REGULAR MEETING IN ACCORDANCE WITH THE  
LOCAL'S BYLAWS. CALL FOR ANY OTHER BUSINESS. CALL FOR MOTION TO ADJOURN.**

## ROBERT'S RULES OF ORDER GUIDE FOR LOCAL MEETINGS

- Only members in good standing can vote on a motion
- Local members, regardless of their status, may participate in the debate of a motion
- Address your comments to the President and not to another member (do not directly engage in debate with another member)
- Attempts to use Point of Order, Point of Information, or parliamentary inquiry to participate in debate will be ruled out of order
- A motion may be amended, but an amendment to an amendment to a motion may not
- You do not need to obtain the floor to second a motion

1st

- Obtain the floor by rising and saying, "Mr. President"
- Once recognized, clearly state your motion by saying "I move..."
- Always speak in the affirmative
- Motions recorded in minutes

2nd

- Motion must be seconded
- A second will allow for debate/discussion on the motion
- A motion without a second does not move forward

3rd

- President restates the motion
- "It is moved and seconded that..."

4th

- Discussion/debate occurs
- Maker of the motion starts the discussion
- Amendments may be offered - return to step 1 to amend motion; "I move to amend the motion by..."

5th

- President closes discussion and states the question/asks for a vote
- "The question is on the adoption of the motion that..."
- Repeat the motion word-for-word

6th

- President provides voting directions
- "Those in favor of the motion say, Aye"
- "Those opposed say, No"

7th

- President announces the result of the vote
- "The ayes have it, and the motion is adopted", or
- "The noes have it, the motion is lost"
- Record in minutes

## WHAT DO I SAY?

TO DO THIS	MOTION	YOU SAY THIS	DEBATE ALLOWED?	VOTE REQUIRED
Introduce Business	Main	"I move that..."	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or Add Clarity to a Motion	Amend	"I move to amend the motion by..." (adding words; striking out words; substituting words)	Yes	Majority
Send to committee	Refer	"I move the motion to be referred to..."	Yes	Majority
Postpone action until a specific time	Postpone	"I move the motion be postponed until..." (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone action until an unspecified time (a motion that will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table"	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member"	No	Two-thirds
End debate or request a vote	Previous Question	"I move the previous question"	No	Two-thirds
Take Intermission	Recess	"I move to recess for (set time)"	No	Majority
Close Meeting	Adjourn	"I move to adjourn"	No	Majority



## **MONTHLY MEETING MINUTE GUIDE**

**[ALL ATTENDEES NEED TO SIGN-IN IN THE REGISTER]**

(DATE)

Local \_\_\_\_\_

Open Meeting: (Time)

Roll Call of Officers: Pres.  
V.P.  
Sec./Tres.  
Trustees

Leg. Rep.

Loc. Chairman (Record the LCs present for each LCA)

**[IF THE PRESIDENT IS ABSENT, INDICATE WHO ACTED ON HIS/HER BEHALF]**

Quorum Present: Yes or No

Reading of Previous Minutes: Any additions or corrections? (answer as appropriate)

- (If applicable) Motion to dispense with the reading of the minutes by *member*; seconded by *member*
- (If applicable) Vote: Motion approved by (majority) vote

Admission of New Members: (*record as appropriate*)

Treasurer's Report: Read/submitted by: (*record as appropriate*)

Reports of Officers and Committees: (List reports & by whom the reports were given) Enclose reports with minutes or list topics covered

Communications: Record communications presented and the presenter (enclose a copy of the communication, if possible)

Unfinished Business: Record unfinished business and any action taken, if any, by motion maker, seconder, vote taken, and any other action that may apply

New Business: Record any new business by motion maker, seconder, vote taken, and any other action that may apply

Bills of Allowance: Record all bills of allowance submitted. Record motion to approve/disapprove, second, and any other action that may apply. (A quorum must be present. An LCA quorum must be present for LC bills of allowance.)

Nominations of Officers & Committeepersons: Record all members properly nominated when applicable.

Election and Installation of Officers: Record all members properly elected when applicable. Record when & by whom the installation was performed.

**NOTE: AN ELECTION COMMITTEE SHOULD BE FORMED IN ACCORDANCE WITH THE CONSTITUTION. RECORD THE DESIGNATED COMMITTEE WHEN APPROPRIATE.**

Safety First: Record the points of reports/comments given and by whom they were made

Ways & Means of Improving SMART Local \_\_\_\_\_: Record the points of what was stated & by whom the statement(s) was/were made

Motion to Adjourn: Brother/Sister \_\_\_\_\_

Second: Brother/Sister \_\_\_\_\_

Meeting Closed: (time)

Minutes approved on \_\_\_\_\_ (date) \_\_\_\_\_

[Approved by the members when read at the next regular meeting]

**NOTE: ALL MOTIONS MUST BE RECORDED, AS WELL AS WHO SECONDED, AMENDED, ETC., AND THE RESULTS OF ANY/ALL ASSOCIATED VOTES. MINUTES MUST BE KEPT FOR A PERIOD OF FIVE (5) YEARS.**