Meeting Management and Basics

Dr Jeff Rickabaugh  Winston-Salem, NC

1

EAT A LIVE FROG EVERY MORNING AND NOTHING WORSE WILL HAPPEN TO YOU THE REST OF THE DAY.  Mark Twain

2

WE HAVE BYLAWS, POLICIES AND STANDING RULES/ORDERS TO GOVERN OUR ORGANIZATIONS

WE HAVE A MANUAL OR PARLIAMENTARY AUTHORITY TO GOVERN OURSELVES DURING OUR MEETINGS

3

DELIBERATIVE BODIES OR ASSEMBLIES EVEN BEFORE THE ROMAN SENATE

“THE RULES FOR CARRYING OUT THE BUSINESS OF PARLIAMENT, A DELIBERATIVE ASSEMBLY”

ONE VOICE-ONE VOTE

4
The first book about parliamentary procedure in America was Jefferson's Manual of Parliamentary Practice, 1801.

Today the House and Senate still use the Jeffersonian Manual and both also have their own supplemental set of rules.

Modern day parliamentary procedure
Son and grandson succeeded him in his legacy.

American Institute of Parliamentarians
Standard Code
Alice Sturgis nurse and parliamentarian
Sturgis code 1950
Used by AMA, ADA, Bar Assoc, UAW
2012 Sturgis code became AIPSC
HUNDREDS OF DELIBERATIVE BODIES USE SOME FORM OF PARLIAMENTARY PROCEDURE

- City councils, county commission, school boards
- HOA, DOG CLUBS, STOCKHOLDER’S MTGS
- Country Clubs

SKY IS THE LIMIT

- 4 PHYSICIANS SIGNED DECLARATION OF INDEPENDENCE
- CURRENTLY 5 DENTISTS IN CONGRESS
- DR. CHARLIE NORWOOD

LET'S HAVE A MEETING

MEETING DATE ESTABLISHED

AGENDA PUBLISHED AND DISTRIBUTED

NORTH CAROLINA
ASSOCIATION OF ORTHODONTISTS
BYLAWS
- Controls the meeting, follows the agenda
- Recognizes members to speak
- Makes rulings on motions in/out of order
- Restates the motion after a 2\textsuperscript{nd} and before voting.
- Announces the results of vote
- Neutral opinion; cannot propose motions or debate. Must recuse to state opinion.
- Cannot vote routinely; only in a tie

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**PRESIDING OFFICER** (President, Chairman, Speaker)

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Dental Chapter

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**Agenda**: Yellowstone Dental Society

- Call meeting to order, welcome remarks and intro of guests
- Approval of Agenda **
- Roll call to establish quorum
- Reading/approval of last meeting’s minutes
- President’s report – Memberships
- Sec/Treas. Report: checkbook, investments, cost of last year’s meeting, projected cost of 2021 meeting, other expenses
- Current meetings report: attendance, vendors, nonpaying attendees
- Necrology report
- Old business: vendor from 2022 has not paid sponsorship fee
- New business: meetings registration for new members, table clinics
- 2023 & 2024 meeting
- Nomination/election of officers
- Good of the order
- Adjournment

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Dental Chapter

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**Agenda**: Yellowstone Dental Society

- Call meeting to order, welcome remarks and intro of guests, maybe even intro of new members
- Approval of Agenda **
- Roll call to establish quorum

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Dental Chapter
Reading/approval of last meeting's minutes
President's report – Memberships (table clinic)
Sec/Treas. Report: checkbook, investments, cost of last year’s meeting, projected cost of 2023 meeting, other expenses

Current meetings report: attendance, vendors, nonpaying attendees
Necrology report
Old business: vendor from 2022 has not paid sponsorship fee

Agenda: Yellowstone Dental Society
Call meeting to order, welcome remarks and intro of guests
Approval of Agenda
Roll call to establish quorum
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President’s report – Memberships
Sec/Treas. Report: checkbook, investments, cost of last year’s meeting, projected cost of 2023 meeting, other expenses
Current meetings report: attendance, vendors, nonpaying attendees
Necrology report
Old business: vendor from 2022 has not paid sponsorship fee
New business: meetings registration for new members, table clinics
2023 & 2024 meeting
Nomination/election of officers
Good of the order
Adjournment
MAIN MOTION
Proposal before the assembly for consideration and ACTION
Cannot vote to NOT act
Other types of motions:
  Privileged (urgency): adjourn, recess, question of privilege
  Incidental: appeal decision from chair, suspend rules,
              consider informally, point of order/inquiry, w/drawal,
              division of a question, division of assembly

Making a Motion
Be recognized—have the floor
“I move”
Requires a 2nd
Presiding officer repeats the motion
Discussion

DISPOSITION OF MAIN MOTION
ADOPT
AMEND
ADOPT IN LIEU OF
REJECT, a tie is rejection
REFER
RECONSIDER
RATIFY
RESCIND

CALL THE QUESTION
MORE PROPER TO SAY
“I MOVE TO END DEBATE AND
VOTE IMMEDIATELY”
2/3 rds VOTE THRESHOLD
• That the Yellowstone dental society allows new members to attend the annual meeting at no charge their 1st 5 years.

Voting
- Show of hands
- Standing
- Voice (AYE & NO)
- Cards
- Electronic voting
- Secret written ballot
- Tellers

Table Clinics
- NCAO paying $500 to NC dental society to sponsor dental student table clinics at state dental meeting
- Only 3 table clinics at the back of the building
- Voted NOT TO PAY

-2024 and 2025 Meeting
- NOMINATION/ELECTION OF OFFICERS
- GOOD OF THE ORDER
- ADJOURN
• ELECTIONS

IF ONLY ONE CANDIDATE PER POSITION ON THE BALLOT, PRESIDING OFFICER CAN APPROVE THE NOMINATIONS FOR ELECTION BY UNANIMOUS CONSENT
NOMINATIONS FROM FLOOR ONLY IF LAWFUL IN THE BYLAWS
MORE THAN ONE CANDIDATE PER POSITION, SECRET BALLOT

Yellowstone Dental Society

President: Mark Desrosiers
President elect: Monica Hebl
Sec/Treas: Bob Wilson
Membership Chair: Mark Donald
Program Chair: Jeff Rickabaugh

Good of the order: final remarks by Presiding Officer, upcoming actions by national organizations, dental board issues, etc,

Adjournment
Consent Agenda

- Last year's meeting minutes
- President's report on membership
- Sec/Treas. Report: checkbook, investments, cost of last year's meeting, projected cost of 2023 meeting, other expenses
- Current meetings report
- Necrology report
- 2024 & 2025 meeting
- Old business

Yellowstone Dental Society Agenda

- Welcome remarks and intro of guests
- Roll call to establish quorum
- Approval of consent agenda (pull items from Consent?)
- Old business: vendor from 2021 has not paid sponsorship fee
- New business: Meetings registration for new members, table clinics
  - Reduced registration fees for new members
- Nomination/election of officers
- Good of the Order
- Adjournment

Conference Calls

- Take call in a quiet setting, mute when not talking
- Use a land line if possible
- Identify yourself when you speak
- Confidentiality

MINUTES

- Legal history and record of official actions
- Not a dictation, just the facts
- Time, place, attendance, who is presiding, quorum, who recorded
- All main motions, resolutions (author), disposition
- Vote count
- Do not include discussion, procedural motions
- Just the facts, no emotional content
- When adjourned
STAY ON MUTE UNTIL READY TO SPEAK
CHECK YOUR BACKGROUND LIGHTING
USE RAISE HAND FEATURE
IDENTIFY YOURSELF
REMEMBER TO MUTE AFTERWARDS
STAY UPDATED ON ZOOM APP

IT MAY BE RAININ’
BUT THERE’S A RAINBOW
ABOVE YOU

Don Henley & Glenn Frey 1973
DESPERADO

Fair Winds and
Following Seas

Next Presentation
Amendments
Dr. Bob Wilson
April 26, 2023, 8:00 pm ET