

Meeting Guidelines

Notes:

- *Chairman's don't move motions so get your members or committee to do it*
- *Chairman's don't vote as they are the deciding vote if votes are tied*
- *You need at least 5 members for a meeting to be valid*

Open meeting: Date and time recorded

Welcome:

- Introduce guests and new members
- Health and Safety (Exits, toilets, assembly point)

Apologies:

- **Move** that apologies be accepted
- **Second**
- **Carried/not carried**

Attendance (take)

Minutes from the previous meeting

- **Move** previous minutes true & correct (someone who was at meeting)
- **Second**
- **Carried/not carried**

Matters arising from the minutes?

Inwards/Outwards Correspondence

- ✓ **Move**
- ✓ **Second**
- ✓ **Carried/not carried**

Reports:

- Health and Safety
- Financials
 - ✓ Payments to approve?
 - ✓ Summary of accounts
 - ✓ Treasurer to **move** a motion that the financial report is true and correct and that discussed payments be approved
 - ✓ **Second**
 - ✓ **Carried/not carried**
- Any other reports?

General business:

Any major club decisions need to be **moved**, **seconded**, and **carried/not carried** – examples

- Dates & times
- Events
- Subsidies
- Fundraising
- Club apparel

Close meeting: Record time