

San Diego Democrats for Disability Rights

Guidelines for Conducting Meetings

1. All meetings shall begin and end promptly at the times they are scheduled.
2. The President shall be familiar with and follow Robert’s Rules of Order unless waived by a motion approved by a majority in attendance.
3. The President shall distribute a meeting agenda at least five working days prior to scheduled meetings to all Club members in good standing.
4. The President shall call the meeting to order.
5. As the first order of business, the President shall distribute and acquire approval for the meeting agenda.
6. The President shall conduct the meeting according to the approved agenda.
7. A sample 120 minute meeting agenda is provided below. Agenda items may be given more or less time as required.
 - a) Call to Order and Roll Call 5 mins
 - b) Review and approval of agenda 10 mins
 - c) Review and approval of minutes..... 10 mins
 - d) President Progress Report 10 mins
 - e) Committee Reports 40 mins
 - f) Old Business 20 mins
 - g) New Business 30 mins
8. Members who are physically present must raise their hands and be recognized by the President to address the Club.
9. Members who are present by teleconference shall request the floor by calling out “Mr./Madaam President” upon which the President shall inform him/her when he/she will be given the floor to address the Club.
10. Priority shall be given to voting members of the club to be recognized.
11. The President may institute at her/his discretion another means of recognizing voting members to promote fair and equitable recognition of voting members.