

ROTARY CLUB OF NORTH HOBART

MEETING PROCEDURE

August 2018

INTRODUCTION

This document contains information on the flow of activities before and during a club meeting. It is a useful document for new and our more experienced members and can greatly improve how club meetings are conducted.

An outline of the meeting process is presented below. To a large extent, the success of each meeting is dependent on three key Rotarians who have specific duties at the meeting. These Rotarians are: Chair, President; Steward; and the Sergeant-At-Arms. Thus, these Rotarians' tasks are also outlined below.

PRIOR TO THE MEETING:

STEWARD

The Steward is identified in the weekly Bulletin. He / She is responsible for ensuring meeting room is prepared for the meeting.

1. Check with Black Buffalo staff which room is to used.
2. Collect regalia from cupboard on floor one (you'll need the key). Items required include: bell, gavel, president name sign, banners, raffle tickets, attendance sheet, chairman's procedure lectern, laptop and projector.
3. Set up head table, arrange banners (if relevant e.g. if meeting upstairs) and set up laptop/projector if needed. Arrange tables to seat members.

MEAL ORDERING

Members individually place their meal/drinks orders prior to 6.15 and receive a meal number. The Rotarian assigned to 'meet and greet' the Speaker needs to be at the Family Bar, to organise the Speaker's meal and drinks.

DURING THE MEETING:

The meeting commences at 6.15 and is opened by the President who then passes the meeting over to the Chairman for the night.

Chairman asks nominated member to say grace and then proposes the Rotary toast.

Members then sit. Chairman calls for reports from directors and members.

Members buy raffle tickets (3 for \$2 or 1 for \$1).

MEETING ETIQUETTE

Comments on matters being discussed in the meeting should be referred via the Chairperson. Members wishing to speak need to attract the Chairperson's attention and

wait to be invited to speak and when addressing the meeting should be standing. It is important also to speak clearly so that all members can hear.

CHAIRPERSON

It is the Chairperson's responsibility to ensure the meeting proceeds in an orderly manner.

Key tasks include:

- 6.20 – After the President has opened the meeting, Chairman asks nominated member to say grace and then proposes the Rotary toast. Chairman calls for reports from directors and members.
- 6.45 - Chairperson calls on the Sergeant to report attendance etc.
- 7.00 - Chairman Introduces and invites Speaker to speak.
- 7.20 - At end of the presentation, Chairman invites questions and then brings question time to close with closing remarks and thanks to speaker and call for show of appreciation.
- 7.30 - Chairman then hands back to President for final remarks and presentation to speaker.
- 7.30 - Chairman conducts raffle draw and presents prize to winner and finally closes the meeting.

MEAL

The meal is served around 6.30 and members usually partake in fellowship until about 6.45 when the Chairman calls on the Sergeant

SERGEANT-AT-ARMS

The Sergeant reports on attendance, welcomes visitors (address each visitor by their name) and conducts a fine session. Fines are 50 cents and the Sergeant has authority not only to charge fines but also the call for fines from the floor and to rule on any disputes

SPEAKER

Usually commences about 7.00 and lasts until 7.30. The presentation is for 20 minutes with 5 - 10 minutes allocation to Questions and Answers.

FORMAL CLUB BUSINESS or COMMITTEE MEETINGS

In the absence of a Speaker, the Club's four Service Committees may meet. The Committee meeting is also referred to as Club night. In these cases the period between 7.00 and 7.30 will be so devoted to the Committee meeting. Committee members will join their allocated committees to discuss business and make decisions of preferred projects to support. The Chairperson for each Committee will manage the meeting under usual business procedures. All proposed projects for support by Committees are submitted by the Chairperson to the Board for approval.

NOTES

During a meeting matters raised by members involving possible action relevant to one of the committees cannot normally be determined by the meeting at large but should be referred to the relevant committee along with any information or documentation. Following consideration by the relevant committee, the proposal need can be submitted to the Board for approval.