

**LECTURE : 4**

**TOPIC : Demonstrate an awareness of the chairman's role, meeting terminology and effective minuting.**

**AIM : To demonstrate an awareness of the chairman's role, meeting terminology and effective minuting.**

**LEARNING OUTCOMES :**

**After completing this chapter you should be able to understand:**

- 1. The chairman's role in servicing a meeting.**
- 2. The definition of meeting terminology.**
- 3. The essentials of effective minuting.**

**TOPIC OUTLINE:**

- 4.1 Outline the chairman's role.**
- 4.2 Define meeting terminology.**
- 4.3 Explain the essentials of minuting.**

**NOTES:**

**4.1 The duties and qualities of a chairperson.**

The chairperson's role is to take charge of the meeting. They must be well versed on the function of the committee or organisation and be in no doubt as to its powers and authority, and any reporting back procedure it needs to be observed. It is the chairperson's responsibility to ensure that a meeting has been properly convened

The duties and qualities of a chairperson are:

1. To follow all meetings regulations
2. To control and conduct the meeting efficiently
3. Ensure that the previous minutes are recorded correctly
4. Endorse the minutes as a correct record
5. Work consistently through an agenda
6. Keep order as required
7. Ensure that discussion is relevant to the point within the committee's powers
8. Prevent over talkative members holding the floor to encourage quieter member to have their say
9. Formulate proposals and amendments as necessary
10. Guide and limit discussion as appropriate
11. Sum up conclusions reached in an unbiased manner
12. Give decisions on points of order or their incidental matters
13. Put matters to the vote
14. Declare the results of voting and ensure that clear decisions can be recorded

15. Close or adjourn a meeting or topic of discussion
16. Make decisions, usually in consultation with the secretary between meetings and generally act on behalf of the committee
17. Agree on the draft minute
18. Take any appropriate follow up action required as promised
19. Liaise with the secretary in the preparation of the next agenda/chairman's agenda

## **PROCEDURES AT A MEETING**

1. Opens the meeting
2. Sits at head of table (middle - can see every member of the meeting clearly)
3. Agrees, dates and endorses the minutes of the previous meeting
4. Checks signing of attendance record
5. Reading any letter of apology from members who are absent
6. Accepts all questions and replies prior to discussion
7. Controls independent discussion
8. Ensures one person at a time speaks and all members have opportunity to speak on each item
9. Bring discussion to an end
10. Ensures conclusion/decision reached
11. Sums up each item and closes discussions
12. Agrees on the date of next meeting and agrees on the draft minutes
13. After meeting, approves final minutes and action as required.

## **4.2 DEFINE MEETING TERMINOLOGY**

### **- Ad Hoc**

Means 'arranged for the purpose', e.g. a meeting set up for a specific purpose.

### **- Adjournment**

A meeting may be adjourned after it has commenced – for example, because the time allowed has run out or there is no quorum. The meeting will then recommence at a later date.

### **- Amendment**

An addition or deletion to a motion, which must be proposed and seconded in the normal way.

### **- Casting Vote**

A second vote usually allowed to the chairman, except in the case of a company meeting. It is only used when there is a tie in the numbers of votes cast for and against a motion.

### **- Cooption**

The power given to a committee to allow others (i.e. Coopted members) to serve on it.

### **- Dropped Motion**

A motion that has been dropped either because there is no seconder or because the meeting wants it abandoned.

- Ex-officio

A participant in a meeting who has been given powers of right by virtue of office; e.g. a safety officer may be an ex-officio member of works committees.

- Motion

A proposal, which may have been, handed in before the meeting so that it can be an item on the agenda. It requires a proposer and a seconder before it can be discussed by members.

- Motions carried

A proposal accepted by the meeting after discussion.

- Mover

One who proposes and puts forward a motion.

- Point of order

The drawing of attention to a particular rule or procedure.

- Postponement

A meeting may be postponed, even before it has commenced, because there is no quorum. The meeting will then be rescheduled for a later date.

- Proposer

A member who proposes a motion.

- Proxy

A person acting on behalf of another.

- Quorum

The minimum number of persons who must be present for a meeting to begin. Should member leave the meeting and the quorum is lost the meeting should be adjourned, otherwise the decisions subsequently taken at the meeting will be invalid.

- Resolution

A formal decision carried at a meeting. It cannot be rescinded at the meeting at which it was adopted.

- Right of reply

Given to the proposer of a resolution after it has been discussed and before the motion is put to the meeting.

- Secunder

One who supports the proposer of a motion.

- Sine Die

Deferring a meeting without an appointed day being fixed, or indefinitely.

- Substantive motion

If various amendments have been accepted to a motion, it may be put as a substantive motion and either be carried or rejected.

#### **4.3 ESSENTIALS OF EFFECTIVE MINUTE TAKING**

1. Familiarise yourself with the way in which the minutes have previously been recorded, by studying earlier minutes:
  - provide useful information in relation to the nature of the business
  - Will help clarify the identities and degree of participation usually associated with member attending the meetings.
2. When the meeting is of more informal nature, do not hesitate to seek guidance from member and the chairperson on the way the minutes should be taken.
3. For formal meetings, guidance should be sought from appropriate reference books on the subject.
4. Try to avoid taking too many notes. Editing is very time consuming. Select what is important.
5. Try to cultivate the art of effective listening. Concentrate on the content of what is being said.
6. Be sure to record all essential items verbatim eg. Resolutions and amendments.
7. Be sure to get the names of proposers and seconders correctly.
8. When votes are taken, be sure that you have the correct figures for and against together with any abstentions.
9. When people have been given the responsibility of following something up before the meeting, make sure that you have their names and details of the matter to be followed up.