GFWC Leadership Newsletter
September 2019

New Club Year Reminders
CONDUCTING A REGULAR BUSINESS MEETING

When preparing to conduct the club's regular meeting, the president should create an agenda for herself and the secretary. If the president is new, inexperienced, or insecure, preparing a more detailed agenda is invaluable in conducting a successful meeting. It provides the support needed for the president to lead well, and members have a great sense of accomplishment from participating in a well-planned meeting. A simple meeting agenda should be prepared for the members and distributed at the opening of the meeting.

The following basic agenda provides a good starting point. Other items of business or reports may be included as necessary.

Call to Order by the President. At the appointed time, the president makes one rap of the gavel. President: "The meeting will come to order."

Opening Ceremonies. This could be a simple prayer or invocation prior to reciting the Pledge of Allegiance to the Flag of the United States of America. Roll Call is optional, but if it is a club custom, the secretary should call the roll. The president declares whether a quorum is present or not.

Reading of the Minutes of the Previous Meeting. **President:** "The secretary will read the minutes of the previous meeting." The secretary reads the minutes. President: "Are there corrections to the minutes?" (Pause) "They are approved as read (or as corrected)." Note: Do not ask for corrections or additions, as additions are corrections.

Correspondence. The secretary or corresponding secretary, if there is one, reads the correspondence. Action on matters of correspondence is generally considered in new business.

Reports of Officers. If officers have special assignments or tasks, they would generally report on those matters in the order as listed in the bylaws.

Treasurer's Report.
President: "The treasurer will give the treasurer's report." (Treasurer reads report). President: "Are there any questions?" (Pause) "The treasurer's report to be placed on file."

Recommendations of the Board of Directors or Executive Committee. The secretary reads the recommendations and action is usually taken either at this point or in new business. A second is not needed as the recommendations come from a group.

Reports of Standing Committees. The Chair calls upon them in the order in which they are listed in the club bylaws. No action is taken unless a recommendation is made.

Reports of Special Committees. The Chair calls upon them in the order in which they were appointed. These committees were appointed to do a specific job and are automatically dissolved when the work is finished and the final report is given.

Unfinished Business. The minutes of the previous meeting show if there is business postponed by a motion or left unfinished. The Chair never asks if there is unfinished business. She should know.

New Business. This is business that has not yet been discussed. It is introduced by correspondence, recommendation, the Chair, or any member. A motion should be made to bring the matter before the organization for discussion.

Announcements.

Continued Meeting

Program. The president or program chairman may present the program. The president never "turns the meeting over" to anyone but rather announces the chairman who, in turn, presents the program. The president thanks the speaker.

Adjournment. President: "Is there any further business to come before this meeting?" (Pause) "If not, the meeting is adjourned." Adjournment may be made by a motion, which is not debatable.

Over the next few Leadership Newsletters we will talk about

LEADER DUTIES AND RESPONSIBILITIES

THE PRESIDENT:

1. Presides at all meetings and uses a written agenda to maintain focus.

2. Must have basic knowledge of parliamentary procedures and how to maintain order.

3. Arrives at the meeting location ahead of time to be sure everything is ready.

4. Calls meetings to order on time and identifies if a quorum is present.

5. Announces the business before the assembly in the order it is to be acted upon.
6. Recognizes members entitled to the floor.
   - When two people try to obtain the floor at the same time, preference is given to the one who has not previously spoken.
   - The president should alternate from those who oppose and those who are in favor of the motion.

7. Makes parliamentary decisions and rulings based on the rules and adopted parliamentary authority. Advice may be sought of the parliamentarian, but the decision is that of the president.

8. Does not use the personal pronoun but refers to herself as "The Chair" while presiding. Additionally, she does not refer to "my Board."

9. Reports in third person, using "This officer" and "Your president" instead of the personal pronoun.

10. Votes as any other member in a ballot vote, may vote to break a tie in a voice vote, and cannot break a tie in a ballot vote.

President Continued

11. Leaves the Chair to debate. She never debates from the Chair. She will not resume the Chair until after the vote is taken.

12. Should be firm, competent, tactful, and fair. Being neutral from the Chair on controversial matters will allow for thorough discussion on motions.

13. Does not "turn the meeting over" to anyone, but rather announces that the program, etc., will be presented by the person whom she names.

14. Performs all duties specified in the organization's bylaws and/or standing rules.

15. Represents the organization at district, state, region, and national meetings.

16. Prepares a procedure book to share with her successor and leads other leaders to do the same.

Leadership also holds a responsibility to educate our members. Please take a moment to review the two **Bills;**

Miranda's Law-H.R. 2793

And

3D Printed Gun Safety Act-H.R. 3265

Please urge your members to call, write, or email on September 23, 2019, for Miranda's Law

And

Again, please urge members to call, write, or email on October 23, 2019, for

3D Printed Gun Safety Act

Thank You GFWC Leaders

UPDATED GFWC 7 GRAND INITATIVES

1. That 1,000 clubs will do a service project on Martin Luther King Day, January 21, 2019.
   - **789 Projects Done**
2. That members will plant **20,000** trees on Arbor Day.
   - **To Date 17,811 Tress have been planted**
3. That members will donate **40,000** pairs of used shoes to Soles Souls or Nike "reuse-a-shoe."
   - **To Date 36,763 pairs of shoes have been donated**
4. That members will donate **55,000** Dr. Seuss books by March of 2020.
   - **To date 50,716 Dr. Seuss books have been donated**
5. That **2,500** members join the Legislative Action Center.
   - **To Date 1,594 members have joined since July 1, 2018**
6. That members do 1,000 projects devoted to women in the military.
   - **To Date 799 Projects Completed**
7. That 1,000 members donate $1,000 to the Capital Campaign.
   - **To Date 99 members, have joined**

NEW 3 BRAND INITATIVES

Brand Initiative #1 **That <u>1,000</u> calls or emails will be made to United States Senators and Representatives on September 23, 2019 urging passage of Miranda's Law H.R.2793 and S1787.**

Brand Initiative #2 **That <u>1,000</u> calls or emails will be made to United States Senators and Representatives on October 23, 2019 urging passage of 3D Printed Gun Safety Act of 2019 H.R.3265 and S1831.**

Brand Initiative #3 **That <u>1,000</u> club/states projects will be in place to celebrate the 100th Anniversary of Women winning the right to vote, August 26, 2020.**

As Leaders what is your club, district, county or state doing?