



# Maine Chapter of The Wildlife Society

## Meeting Guidelines

### Based on Robert's Rules of Order and Chapter Bylaws

- A hard copy of the METWS bylaws must be available at all meetings.
- The president serves as the presiding officer or chair for each meeting.
- Quorum is over fifty percent of the membership or ten members in good standing, whichever is less. Quorum is required to commence the meeting.
- The president commences the meeting with one strike of the gavel and by stating "The meeting will come to order."
- Minutes from the previous meeting should be distributed via email prior to the meeting and then reviewed by the secretary at the meeting as the first order of business. The president asks "Are there any corrections to the minutes?" If none are suggested, the president adds, "There being none, the minutes stand approved as read (or distributed)." If any corrections are suggested, the secretary makes them, unless there is opposition. If there is a difference of opinion, someone moves to amend the minutes. When this has been settled, the president asks, "Are there any further corrections (or amendments) to the minutes?" If there is no response, the president adds, "There being none, the minutes stand approved as corrected."
- The president then says, "The next item of business is hearing the reports from officers and committee chairs." A motion to accept the treasurer's report is recommended, but there is otherwise no need for motions to adopt or accept other committee reports. Any actions that may arise require motions to approve.
- The president should have a prepared list of any unfinished business to address and present each item to the membership. Any actions require motions to approve.
- The president should ask, "Is there any new business?" Any member can then introduce new business by making a motion and obtaining a second. Following the consideration of each item, the president asks "Is there any further new business?"
- Motions are required for actions, but typically not required for reports or other routine business, unless there is an objection. A member (usually the president) must state "Motion to..." or "I move to..." and another member must then state, "I second." The president must then restate the motion and then present the motion to the membership for a hand-raise, standing, or voice vote by stating "All those in favor of [the motion]..." followed by "All those opposed....?" In most cases, majority rules. The president must announce the results of the vote by saying, "The ayes have it and the motion is adopted" or "The noes have it and motion is lost."
- To adjourn the meeting, the president may ask "Is there a motion to adjourn?" Once the motion is made and seconded, the president may ask "Is there any objection to adjourning the meeting?" and then "Hearing no objection, the meeting is adjourned."