

**TEN BEST TIME-SAVERS IN RONR**  
**by Michael Peck PRP**

Over all:

- Need to address the most important item at the top of the meeting, then no fear of a lack of quorum. If you wait till New Business when there may be less than a quorum. Most important item on a meeting's agenda is New Business.
- The more money you have to deal with, the less time it takes to settle, and yet a policy for 10 people can take 2 hours.
- Better to do it right under RONR the first time then redo later.

1. Agenda – order of meeting. Keep you on track and can assign time for each item- and use a Consent Agenda to handle all the non-controversial items.

2. Vote- do not need to use a certain method unless stated in the Bylaws, or Standing Rules (SR); can adjourn by general consent, or without objection; just know if everyone walks out the meeting is over- the meeting adjourned itself.

Majority is the usual vote requirement– but some take 2/3 vote – to take away a right from me- limit my debate time, or end debate altogether takes a 2/3 vote.

3. 6 steps in processing a motion:

1. A member makes a motion;
2. A member seconds the motion
3. Chair restates the motion – never state “so moved” – the member moved “So.” “Well, So what?”
4. Debate the motion -usually the member who made the motion speaks to it first. Other members debate the motion – “are you ready for the vote?” is code for debating.
5. The chair puts the question – states the motion and takes the vote.
6. The chair announces the vote result – must finish by announcing the result if you want it to be realized.

4. Refer to Committee:

faster – do research for whole group; if greater than 5” discussion, send back to committee to continue studying and formulating a recommendation: price, impact pro/com. Who picks the committee? In the Bylaws the SR – usually the chair, or by majority – 3 of members, chair, charge and when to report back give a clear assignment. Report back to whomever asked for the committee to begin with – Executive Committee, Standing Committee, delegation.

5. Postpone definitely:

majority vote; it's going to come back not go away- without objection postpone to later in the mtg; next mtg (general order);

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future mtg as long as not >4 months away

6. To table:  
Remember to state/know “what is more important than this item that it needs to be laid on the table?” To take up an item of business that is more important –one of the most misused motions in an organization – not to be used to kill the motion.
7. Recess not just to rest- but to caucus; to craft a motion; to write a substitute  
organize debate for or against, when no quorum - go get one
8. To amend:  
to fix or improve a bad motion. Can amend in 2 places at the same time; only motion that is pending is up for the vote; 1 primary and 1 secondary; If substitute adopted- can only be amended by adding- not inserting in the middle somewhere. Anything in the motion can be amended without objection.
9. Professional Presiding Officer:  
Use a lot of unanimous consent; also a learning/teaching tool for Assembly.
10. Adjourn:  
Can be set at the beginning of the meeting; can suspend the rules and change the time a member can move to adjourn and know it ahead of time; or by unanimous consent.