

PRESIDENT/VP HANDBOOK

NAPE
Newfoundland and Labrador Association of Public and Private Employees

LOCAL OFFICER TRAINING



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PRESIDENT'S AND VICE PRESIDENT'S HANDBOOK

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1. NEED FOR MEETING

When to call a meeting.

As President of a NAPE Local, it is your responsibility to “call” meetings of your Local. To “call” a meeting is simply to decide to have a meeting.

When should you call a meeting?

Generally, you call a meeting when you have some business to discuss. You may have had a request from your negotiating committee to get a vote on a particular proposal that the Government negotiating committee has made. You may be asked to conduct a strike vote. You may even have a request from your members to call a meeting.

2. PREPARING AN AGENDA

Once you have established that you need a meeting, you then sit down with your Secretary and draw up an agenda for the meeting. The agenda may look something like this:

**MEETING OF LOCAL 1201, THURSDAY, MAY 17, 2002
TIME: 4:00 P.M.
PLACE: UPSTAIRS MEETING ROOM**

A G E N D A

1. Call to Order.
2. Adoption of Agenda.
3. Adoption and Discussion of Minutes of previous Meeting.
4. Financial Statement.
5. Unfinished Business.
6. Correspondence.
7. New Business.
8. Adjournment.

Most agendas follow this format.

3. DUE NOTICE

Once the agenda is drawn up, it is posted in a conspicuous place and due notice is given of the meeting. The time of notice is specified in the Constitution and is generally seven (7) days.

The time of the meeting is usually placed at the top of the agenda as well as the location of the meeting.

4. STARTING THE MEETING

Once the time for the meeting has come, you sit in a chair facing the meeting and say in a loud voice:

“The meeting will now come to order.”

Once you have the attention of everybody, you start the business of your meeting.

5. ADOPTING THE AGENDA

The agenda is adopted first. The standard agenda can usually be adopted “as is” since the section entitled “New Business” allows the members to bring up anything that is bothering them at that time. In order to adopt the agenda (this means to agree to follow that particular order of business) a motion is needed. As Chairperson of the meeting, you are not allowed to move motions so you might say something like this:

“The Chair will entertain a motion to adopt the agenda.”

Someone must then say:

“I move we adopt the agenda as read.”

Another person must then say:

“I second the motion.”

In general, all business is done by way of motions. One person will start off a statement by saying “I move” followed by a statement of what he wants done. Once the statement is moved, it must be seconded. Usually “I second the motion” is all that is required.

Once the motion to adopt the agenda is made, it is discussed, amended, if necessary, and then voted on. If the majority signify they are in favour of adopting the agenda, you say “Carried”.

6. MINUTES

The next item of business is the reading of the minutes. The Secretary is asked to read the minutes that were taken at the last meeting of the Local (or copies of previous minutes can be distributed prior to the meeting and thus the secretary will not need to read them).

The minutes are a record of the previous meeting and include all the motions and their outcome. Here is a sample motion as recorded at the Board of Directors minutes of September 14 and 15, 2001:

MOTION: *J. Tobin/M. Smith - that we have the Hospital Component Convention in St. John's on the weekend of the 16th of March*
CARRIED

What this records is:

J. Tobin moved that the Hospital Convention be held in St. John's on the weekend of the 16th of March. It also indicates that M. Smith seconded the motion and "Carried" signifies that the vote went in favour of the motion.

After the minutes have been read, the Chairperson asks:

"Any errors or omissions to the minutes?"

This is done so that any errors that the Secretary may have made in writing down the minutes can be corrected. The corrections, if any, are made and then a motion is made and seconded to adopt the minutes as read, or as amended. Once the minutes have been adopted by a formal vote, the meeting moves on to the financial statement.

7. FINANCIAL STATEMENT

In a Local meeting, the financial statement would next be read by the Secretary/Treasurer. Usually, it would include the amount of money on hand at the previous meeting, expenditures since that meeting, and any additional revenue received since the previous meeting. The financial statement would then have to be moved, seconded, and voted on.

8. **UNFINISHED BUSINESS**

Some items may have been discussed at a previous meeting and no decision was made. Sometimes business is deliberately postponed to a future meeting. For example, a member may have been making the plans for a dance and might miss a meeting. Since there is no point in discussing the dance without him/her, that item of business could be deferred to a future meeting.

All these things are classified as unfinished business and are now dealt with.

9. **CORRESPONDENCE**

All letters and other pieces of correspondence addressed to the Local are read to the meeting at this point. (If there is a lot of correspondence, some of it may be summarized or skipped entirely, depending on the wishes of the members.)

10. **NEW BUSINESS**

If something special is to be discussed at the meeting, it could be listed on the agenda in this place. For example, if the purpose of the meeting is to have a strike vote, it could be listed on the agenda before "*New Business*".

"*New Business*" is also the place in which the members of the Local get their chance to bring up items of interest to themselves.

As a Chairperson, it is your responsibility to see that the discussion stays on the topic. For example, if, during the financial statement, one member asks if we can use the available money to hold a party, you should rule him/her out of order and ask him/her to bring it up again under "*New Business*".

Only by sticking to the agenda and dealing with each item in turn can the meeting proceed in an orderly and business-like manner.

11. **ADJOURNMENT**

The meeting adjourns (ends) when a motion to adjourn has been moved, seconded, and carried.