

Conduct of Meetings

To streamline our monthly meetings, the following procedures will be adopted:

1. All members wishing to speak on a particular topic should forward the topic to the Adjutant for inclusion in the agenda. Items not submitted to the agenda should be brought up to the board prior to the meeting to determine if it needs to be addressed at the current meeting or can wait until next meeting and be placed on agenda.
2. Speaking should be limited to 3-5 minutes on any topic. If more discussion is required, it should be moved to a committee.
3. Stay on topic. Only one issue should be discussed at a time.
4. All members should identify themselves for purposes of recording of the minutes.
5. When an officer or committee chairperson is delivering a report, hold all questions and comments until the end of the report. Do not interrupt the report!
6. A MOTION is the topic under discussion. After being recognized by the Commandant, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. After being seconded, the topic will be up for discussion. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely) before moving on.

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Adding Agenda items.

If you have a topic or a guest speaker who you would like to put on the monthly meeting agenda, now is the time to do it. The purpose of

Conduct of Meetings

including topics in the agenda before the meeting is to have the meeting flow quickly and efficiently.

PRE-MEETING GUESTS and **PRESENTATIONS** - If you have a guest speaker who wishes to present a topic before the meeting, depending on the time they need, start time will be between 18:00 and 18:30. The topic should be informational and not require that the detachment make any commitments as a group at the meeting. The Commandant needs to agree to have the speaker. **Contact the Commandant directly to make arrangements.** *(Commandant contact information is located on our website under the INFO tab at the top of the home page and then DETACHMENT 924 OFFICERS. Here is a direct link:*

<https://www.mclknoxville.org/officers>

OLD BUSINESS - Addresses to the detachment about a topic that has already been discussed in a previous detachment meeting or is an ongoing update about a scheduled item, you will have 5 minutes to make your presentation UNLESS the Commandant pre-approves a time extension. **NOTE: This is exclusive of committee reports such as mud run, car show, rose program, rifle and pistol matches, etc. that are presented as a prescheduled agenda item.**

NEW BUSINESS - If you or a guest speaker wants to address the body during the meeting, time will be limited to 5 minutes. New Business would encompass a commitment by the detachment to sponsor or give funds or participate in an action by the detachment. Bear in mind that non-budgeted items normally need to be discussed in an officer meeting and then presented to the detachment members. There are exceptions – this can be worked out when you add your agenda item by discussing it with a detachment officer.

ANNOUNCEMENTS (aka Good of the League) – This agenda item occurs near the end of the meeting. If you have an informational item

Conduct of Meetings

that would be of interest to the detachment, you will have 5 minutes to say your piece.

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You may get your speaker or topic on the monthly meeting agenda anytime up to and including end of day on the Monday before the monthly meeting.

You can telephone or email the Commandant or Adjutant about agenda items that fall under **OLD BUSINESS, NEW BUSINESS OR ANNOUNCEMENTS.**

If you wish to email an agenda item to the Commandant or the Adjutant, include the subject and a brief explanation. *Officer contact information is located on our website under the INFO tab at the top of the home page and then DETACHMENT 924 OFFICERS. Here is a direct link:*

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