
All About Meetings

— 2024 SJD Workshop —

Regional and National Meetings (Bylaws pg. 23)

- Attend all Regional Committee meetings and present, discuss, and vote on pertinent issues
- Attend annual national meeting (beginning to end)

State Committee Meetings

- Min of 2/year
- Agenda to SC 3 weeks and all members 2 weeks prior
- SJD votes only when a tie exists
- Quorum needed

General Membership Meeting

- Min 1/yr
- Agenda to all 3 weeks prior
- Quorum of SC present

Proxies

National Meeting:

**Proxy will not fulfill the SJD attendance requirement
SJD must petition the BOD if there are extenuating
circumstances to be considered.**

A proxy:

- a. Must be an elected member of that State's Committee**
- b. Must obtain written approval from the RJD in order to
vote**

The Meeting-Why Robert's Rules of Order?

- **Helps meetings run more effectively and efficiently**
- **Provides a framework for meetings**
- **Ensures that everyone has a say**
- **Helps meetings be more orderly**
- **Ensures decisions are fair and harmonious**

The Process of a Meeting

1. Agenda
2. Chair calls mtg to order
3. Roll call
4. Approval of past minutes
5. Reports (Officers, Committees)
6. Old Business
7. New Business
8. Adjourn (time)

Business is handled with Motions

- Recognized by chair
- "I move..."
- Another member 2nds (if not it dies)
- Discussion (stick to a predetermined time -e.g., 2 min)
 - Everyone allowed to speak before anyone speaks again
 - Possible Amendments as accepted by maker
 - More Discussion
 - Procedural motions (refer to committee)
 - End Debate
- Chair restates the motion
- Chair calls for a vote
- Chair announces the results





KEY ITEMS

- Follow the agenda and times posted
- Wait to be recognized by the chair
- One person speaks at a time (use visual timer)
- Write motions prior to moving them
 - Copy to Chair & Secretary
- Parking Lot-off topic items





Most Important



Encourage a Positive Culture

Facilitate civil, productive discussion

Maintain order

no side conversations, cell phones

Minutes

- Minutes are a permanent record for all SC Meetings
- Minutes shall be approved online with SC responding to all members
- Approval of the previous board meeting will be documented in the minutes
- All financial decisions must be supported in respective Committee minutes and approved budgets (proposed budget)

What goes in the minutes

- Kind of meeting (NAWGJ State Committee Meeting)
- Time/Date/Place
- Members present/absent
- Routine business (approval of minutes, elections)
- Old/New Business:
 - Motions-person who moves and 2nds, results of vote
- Time of adjournment

Minutes are a record of what was done not what was said

Approval of the Minutes

- Minutes emailed to SJD and then SC for approval within 2-3 weeks
- SC responsible for responding to email vote
- 100% response required
- Google Form



What doesn't go into Minutes

- **Personal opinions and comments**
- **Excessive detail**
- **Tangential conversations**
- **Verbal exchanges or arguments**
- **Unconfirmed information**
- **Confidential or sensitive information**
- **Off-the-record remarks**
- **Meeting details**



Distribution of Minutes

Within one month of the meeting the approved State Committee minutes shall be sent to:

- Regional Judging Director
- State Committee
- Membership

