How to Serve Effectively
Know the rules

Prepare before and between meetings

Ask for a mentor
Know the rules: Robert's Rules of Order
Fixed order of business

- **CALL TO ORDER/ ROLL CALL**
  Most meetings follow a set agenda.

- **NEW BUSINESS**
  Once older business is finished, new topics are introduced.

- **READ MINUTES AND HEAR REPORTS**
  This section includes unfinished business from other meetings.

- **ANNOUNCEMENTS AND ADJORNMENT**
  Meeting wrap up.
Motions are a proposal for action

- Wait for last speaker to finish.
- Rise and address the chairperson.
- Wait to be recognized.
- Make motion - "I move that we..."
Wait for someone to 'second' or support your motion.

DEBATE
If someone seconds your motion, a debate or vote will follow.

SHARE INFORMATION
You can speak first. Share information on your motion.

VOTE
When someone decides there has been enough debate, they will 'call the question'.
Voting as a group

**VOICE**
Voting can be by using your voice to say Aye or Nay.

**ROLL CALL OR BALLOT**
You can also vote via a roll call, or ballot.

**SHOW OF HANDS**
You can also vote by showing your raised hand.

**GENERAL CONSENT**
Unwritten Rules
What do you see within these images?