

THE CFUW PRESIDENT'S GUIDE TO SANITY



EVENT PLANNING
CONFLICT RESOLUTION
RUNNING EFFECTIVE MEETINGS
STAYING SANE
& OTHER USEFUL TIPS



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*Produced in National Office
As a service to CFUW members*

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THE PRESIDENT – LEADER OF HER CLUB

Good leaders make people feel that they're at the very heart of things, not at the periphery. Everyone feels that he or she makes a difference to the success of the organization. When that happens, people feel centered and that gives their work meaning.

The Basic Needs of People in Groups

“LEADER: If you want my loyalty, interest and best efforts as a group member you must take into account the fact that I need:

1.
 - A sense of belonging (I want to be wanted).
 - A feeling that no one objects to my presence.
 - A feeling that I am sincerely welcome.
 - A feeling that I am honestly needed for my self, not just my hands, money etc.
2. A share in planning the group goals (my need will be satisfied only when I feel my ideas have had a fair hearing).
3. To feel that the goals are within my reach and that they make sense to me.
4. To feel that what I am doing has a real purpose, or contributes to human welfare – that its value extends beyond the group itself.
5. To know clearly and in detail what is expected of me so I can work confidently.
6. A share in making the rules of the group – rules by which we all shall live and work towards our goals.
7. To have responsibilities that challenge, that are within the range of my abilities and that contribute towards our goals.
8. To see that progress is being made toward the goal that we have set.
9. To be kept informed. What I am not up on I may be down on.
10. To have confidence in our leader – confidence is based on the assurance of consistent fair treatment. Of recognition when it is due and trust the loyalty will bring increased security.
11. Regardless of how much sense it makes to the leader, the situation in which I find myself must make sense to me.”

EFFECTIVE DECISIONS

The purpose of an effective group decision is to get well-considered, well-understood, realistic action towards goals that everybody wants.

There are five characteristics of effective decisions

- ❑ The resources of the group are well used.
- ❑ The time is well used.
- ❑ The members of the group are clear about the goal and the decision.
- ❑ The decision is correct and of high quality.
- ❑ All members of the group put the decisions into effect.

CONFLICT

Conflict can be positive. When a group member expresses a different viewpoint the group reaches more imaginative solutions than if everyone passively agrees. There will always be different opinions in the group. It is important to hear everyone's opinion and reach a good decision. There are several ways to handle conflict.

Consider these different techniques for decision-making:

1. Lack of response.
 2. Authority rule.
 3. Minority rule.
 4. Majority rule.
 5. Consensus.
- ❑ State issues
 - ❑ Outline alternatives
 - ❑ Sum up
 - ❑ Work on agreement
 - ❑ Facilitate modification of views

All members of the group must show leadership and contribute their special skills to the goals of the group. **Task Oriented** individuals keep the group on track.

People Oriented individuals motivate others to keep working by making them feel good about themselves and the task.

Authoritarian, solely task oriented decisions result in low ownership by members and high dissatisfaction with the decision.

When a group is led by **non-interference** the group feels that time is wasted. Tasks take a long time to get started.

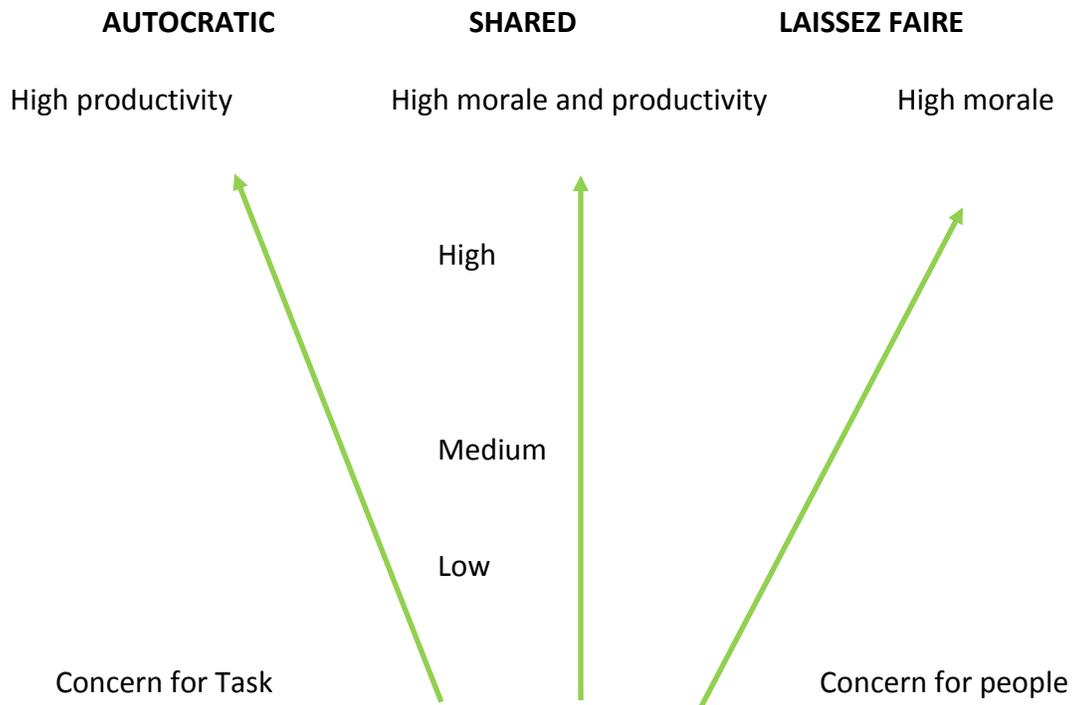
Democratic decisions where all parties have input – the group feels happy about the decision and good about the process.



*Leadership should be born out of the understanding of the needs
of those who would be affected by it.*

- Marian Anderson

TYPES OF LEADERSHIP



Shared leadership resulting from the balancing of concern for task and concern for people.



BASIC PRINCIPLES FOR AN EFFECTIVE GROUP

1. Members do not ignore seriously intended contributions.
2. Members check to make sure they know what a speaker means before they agree or disagree.
3. Each member speaks only for herself and lets others speak for themselves.
4. All contributions are viewed as belonging to the group, to be used or not as the group decides.
5. All members contribute in different or complementary ways.
6. Whenever a group senses it is having trouble getting work done it tries to find the reason.
7. The group makes the decisions openly. It reviews each decision as a provisional trial.
8. The group brings conflict into the open and deals with it.
9. The group looks upon behaviour which hinders its work as happening because the group allows or even wants it, not just because of a problem member.



MEETINGS, BLOODY MEETINGS

Committees are groups which keep minutes and waste hours.

- Mark Twain

Responsibilities of Committee Members:

Before:

- Submit reports in a timely fashion.
- Contact Chair re. items wanted on the Agenda.
- Reread the minutes of the previous meeting.
- Arrive on time.
- Bring data to back up your Agenda item.
- Ask for clarification if necessary.
- Participate actively.
- Assume responsibility for the process of the meeting.
- Encourage silent members.
- Listen actively.
- Avoid disruptive communications and side conversations, jokes, sarcasm.
- Keep notes on your follow-up activities.

After:

- Carry out tasks and commitments.
- Protect confidentiality.
- Save griping for next meeting.

1. Plan

- Is this meeting really necessary?
- Objectives? Precise? Realistic?

2. Inform:

What do you want from the discussion? Consider needs of meetings participants and obtain samples of their expectations.

3. Prepare:

Size, duration, format, facilities, speakers, resources.

4. Agenda:

- ❑ List subjects in sequence
- ❑ Make logical connections
- ❑ State time restrictions per item
- ❑ Allot time for discussions

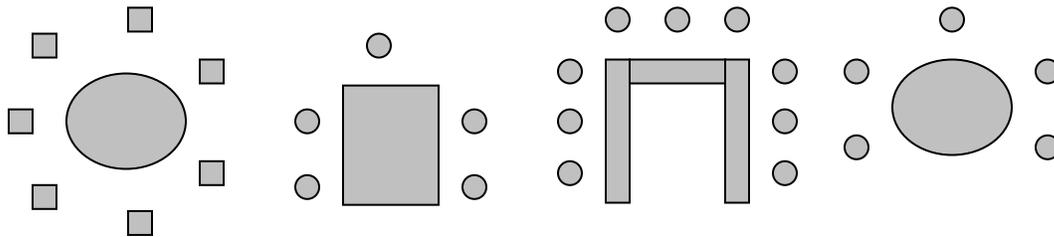
Send out Agenda ahead of time.

5. Structure and Control:

Recognise the importance of the first few minutes of the meeting in establishing atmosphere through:

- ❑ Eye contact, handshake, smile.
- ❑ Name exchange – round robin.
- ❑ Enthusiasm.
- ❑ Punctuality (professionalism).

Seating arrangements for groups:



Opening Remarks (brief):

- ❑ Repeat the purpose of the meeting and elicit participants' expectations.
- ❑ Review Agenda.
- ❑ Accept changes at this time and then hold to Agenda
- ❑ Give evidence and allow for interpretation and discussion during the meeting – but do not allow discussion go on for too long.
- ❑ Acknowledge presence of observers.

6. Summarise and Record:

Be sure that motions are correctly recorded – insist on written motions and be sure to get the name of proposer and seconder.

Name person/persons responsible for actions – be sure to put this in the minutes.

When calling the vote be sure that people know what they are voting on.

7. Robert's Rules of Order – have on hand

- ❑ Because it is based on English Parliamentary Law known as Parliamentary Procedure.
- ❑ Experience chairing and attending meetings.
- ❑ Helps you avoid confusion and time wasted on procedural arguments.
- ❑ Check on the order of precedence for motions.
- ❑ Check on Point of Order.
- ❑ Check on voting procedures.
- ❑ Bourinot's Rules of Order is another Parliamentary Handbook.



RUNNING EFFECTIVE MEETINGS

To run effective meetings it is important for you to have a plan.

Plan Your Term of Office

1. Set goals
2. Plan your meetings.

Let's Talk About Meetings

1. Purpose
2. Organization
3. Participation
4. Results

You as a Leader – Remember the Five Be Ps

1. Be Punctual
2. Be Poised
3. Be Patient
4. Be Peaceful
5. Be Prepared

How to Prepare for a Meeting

1. Analyse
2. Organize
3. Determine Needs
4. Deputize

Minutes

1. Use the Secretary
2. What should be recorded¹
3. Check the minutes
4. Appoint people to verify the minutes
 - ✓ Record the proposer and seconder.
 - ✓ Do not record chit chat
 - ✓ Record actions to be taken
 - ✓ Record who will take actions
 - ✓ All motions must be in writing for Secretary
 - ✓ If a motion has no seconder, the motion dies.
 - ✓ Record the result of the vote. Abstentions are not usually recorded.

¹ All motions should be handed in to the Secretary. They must have a proposer and a seconder. Always verify the correct wording before moving on. There are some excellent meeting templates in MS Word.

The Agenda

You need an Agenda for:

- ❑ Executive Meetings
- ❑ General Meetings
- ❑ Committee Meetings
- ❑ Annual General Meetings

The General Meeting

- ❑ Be brief and organized
- ❑ Be punctual
- ❑ Be impartial
- ❑ Be courteous

Guidelines for the Business Meeting

The Minutes: handle the minutes in a businesslike way. Most CFUW Clubs post the minutes of the previous General Meeting in a convenient spot where members can read them. It is no longer appropriate to read the minutes at a General Meeting.

Point out where the Minutes are

1. Call a vote for “Approval of the Minutes of the previous General Meeting”.
2. Reports of the Executive – keep these **short** and businesslike.
3. Deal with correspondence.
4. Present motions, if any.
5. Hand the meeting over to the Program Chair.²
6. After the program is over resume the Chair.
7. Ask if there is any further business.
8. Adjourn the meeting.

Be aware of and become knowledgeable about:

- ❑ The importance of Parliamentary Procedure;
- ❑ Resolutions: Plan a pot luck supper or dessert evening on Resolutions night to encourage strong attendance;
- ❑ CFUW Constitution and By-Laws and Standing Rules.

² Program Chair should arrange for someone to introduce and to thank the Guest Speaker.

EIGHTEEN STEPS TO A BETTER MEETING

Before the meeting

1. Plan the meeting carefully: who, what, when, how many, where, why
2. Prepare and send out Agenda in advance
3. Come early and set up the Meeting Room

At the beginning of the Meeting

4. Start on time
5. Get participants to introduce themselves and state their expectations from the meeting
6. Define roles clearly
7. Review, revise and order the Agenda
8. Set clear item limits
9. Review action from previous meeting

During the Meeting

10. Focus on the same problem the same way, at the same time

At the end of the Meeting

11. Establish action time: who, when, what
12. Review group memory
13. Set the date and place for the next meeting and develop a preliminary Agenda
14. Evaluate the meeting
15. Close the meeting crisply and positively
16. Clean up and re-arrange the room

After the Meeting

17. Prepare the notes and minutes
18. Follow up on action items and begin to plan for the next meeting.

HOW DOES YOUR MEETING RATE?

Both leaders and participants can determine how well a meeting works by evaluating the following dimensions. Circle the number that most accurately describes how you feel about a meeting.

1. This is a problem area for us
2. We do okay with this but could improve
3. This is one of our strengths

At the Meeting

Good decisions ensure quality work and acceptance by participants. We want to feel that we influence the decisions reached in meetings we attend. However, a way to guarantee frustration is to make decisions in a way that does not hear the opinions and suggestions of individual participants. For this reason voting is not always the most effective way for small groups. The more closely a decision reflect a consensus of the group, the stronger the support and commitment of the individual.

1	2	3
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Working Together

A group that works well together in meetings focuses on the task and works to maintain adequate trust, involvement, and support among its members. We know from studies of groups that every group is organized around two central dimensions of task and maintenance. This means that to function effectively a group must take care of its people as well as its agenda.

1	2	3
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Organization and Procedures

Organization and procedures are clearly understood at successful meetings. Participants know what to expect in terms of their group's operation. Organization and procedures must be flexible enough to deal with challenging situations and information. For example you may need to revise an agenda during a meeting, delay a decision while looking for new information or changing the format of a meeting when appropriate.

1	2	3
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Goals

What is to be accomplished in each meeting must be clearly established and the overall goals of the meetings of the group must be identified for the entire group. Individual participants understand and accept the goals. Meetings without a clear agenda or purpose wander aimlessly or bog down in needless detail.

1	2	3
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Participant Resources

An effective group makes the best possible use of the ideas, suggestions and strengths of the individual participants. Such meetings do more than wait for individuals to exercise their own initiative, although that is welcome. Their contributions are invited and encouraged by the way the meeting is conducted and members feel that they are an essential part of the meeting process.

1	2	3
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Communication

Groups that work well together maintain effective communication between both individuals and sub-groups (task groups, sub-committees) involved in their meetings. Effective communication includes careful listening and thoughtful clear self-expression. It means shared responsibility for being sure that information and meaning are exchanged and fully understood.

1	2	3
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Leadership

Leadership is more than the job of the leader. Leadership in meetings that work is shared responsibility. The designated leader of the meeting recognises and carried out his or her tasks, while individual participants also contribute to the leadership of the meeting.

1	2	3
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Conflict, disagreement, Feelings

An effective group regards the experience of conflict or disagreement and the expression of feeling as an opportunity to improve the meeting rather than something

to be avoided. It handles all ideas constructively to clarify positions or feelings so that these become new information available to the group as it works. Such experiences will be seen not as negative or inappropriate but as real life neutral events in the life of the group.

1	2	3
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Process

Process is groups dynamics lingo for how the group works as it makes decisions, plans, exchanges information, solves problems, because it is an on-going source of how well they are working together. This means paying attention to the immediate experience in meetings and periodically evaluating how effective their meetings are in terms such as the above dimensions.

1	2	3
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*Do not follow where the path
may lead. Go instead where there
is no path and leave a trail.*
- Muriel Strode



EXCUSES FOR A CLOSED MIND

1. We tried that before.
2. Our place is different.
3. That's not our responsibility.
4. It's not in my job description.
5. It's too radical a change.
6. We don't have the time.
7. That will make the other work obsolete.
8. Let's make a test of it first.
9. We're all too busy to do that.
10. Not enough help to do it.
11. Our group is too small.
12. It is not practical.
13. The Federation will never buy it.
14. The members will scream.
15. It is against our policy.
16. It is not in our By-Laws.
17. It will spend our money.
18. We don't have the authority.
19. That's too ivory tower.
20. The members won't understand.
21. Let's get back to reality.
22. Don't change it, it isn't broken.
23. I don't like the idea.
24. You're right but...
25. If I can't do it nobody can.
26. I don't hold with all this technology.
27. What if the computer crashes?
28. You are way ahead of your time.
29. We don't have the money/time/personnel.
30. It isn't in the budget.
31. You can't teach an old dog new tricks.
32. Good thought but impractical.
33. Let's sit on it for a while.
34. The Board would never go for that.
35. Let's put it in writing.
36. Let's go for outside funding.
37. We'll be a laughing stock.
38. Not that again.
39. We'd lose money in the long run.
40. Where'd you dig that one up?
41. We were all right without it.
42. It is too technical – we can't cope.
43. It's never been tried before.
44. That's what we can expect from the staff.
45. We don't have the expertise.
46. Let's shelve it for now.
47. Let's have a competition.
48. Let's form a committee.
49. Have YOU ever tried it?
50. It won't work.
51. Maybe that will work for Council but it won't work for our club.
52. Ontario is different.
53. It can't be done.
54. I know someone who tried it.
55. That's old hat.
56. We've always done it this way.
57. We can't afford to ask an expert.
58. It's impossible.
59. It is far too much work.
60. We should look into it further before we take action.
61. We have to take it to the Board/Clubs/Membership before we can think about it.
62. Provincial laws are different.
63. What do they do in other NGOs?

If Rosa Parks had taken a poll before she sat down in the bus in Montgomery, she'd still be standing.

- Mary Frances Berry

PRESIDENTIAL PITFALLS

1. People need to feel they are contributing and learning. Avoid being a one-woman band and learn to **delegate**.
2. Keep abreast of the **mail**, including email. Make sure that you pass it on to the person who can handle it. It does not have to be someone on the executive - it could be someone with a particular interest in the issue.
3. Keep lines of **communication** open. Be approachable and listen to concerns that are raised. Keep your Executive informed.
4. Always **deal with controversy** promptly.
5. Always **look for opportunities** to get other people involved.
6. Always **count close votes**.
7. Always **check the microphone** before a meeting starts.
8. Always **arrange papers** before a meeting starts.
9. Always **prepare an agenda**.
10. Never read long bulletins and correspondence yourself – let the **executive present short reports** and post or hand out longer ones.
11. **Take time** to share information about CFUW with your Club members.

Perseverance is failing nineteen times and succeeding the twentieth.
- Julie Andrews



SUGGESTED ORDER OF BUSINESS FOR A CLUB MEETING

1. President: Call to order.
2. Opening ceremonies – would include introductions; in absentia; recognition of guests etc.
3. Approval of Minutes as posted on the bulletin board at the back of the room.
4. Reports of Officers – usually only the Treasurer reports unless other officers have special duties or need to remind Club members of anything (party, fund-raiser etc.).
5. Reports of Boards (Executive Committee or Board of Directors; Board of Trustees – Scholarships).
6. Reports of Standing Committees of Club (Status of Women, Public Issues)
7. Reports of Special Committees (committee that exist to carry out a special task).
8. Special Orders (matters which have been previously assigned a special priority – perhaps by the Executive and need a Club vote; this would be the place to vote on national Board matters).
9. Unfinished business (matters previously introduced that have come from a previous meeting).
10. New Business (something introduced at this meeting). Hand chair over to Program Chair.
11. Program (remember to have an introducer and thanker)
12. After the program the President resumes the chair
13. Announcements
14. Closing/ adjournment.

Note: there is no standard rule for including in any particular order such matters as Roll Call of Officers; introduction of new members; correspondence; Reports of Delegates (to an AGM or other CFUW meeting).

SUGGESTED SCRIPT

1. I now call the meeting to order. The time is _____. The Secretary is in place.
2. It gives me great pleasure to introduce _____ who is here as a special guest tonight. Please stand so that Club members can recognise you and make you welcome. _____ send her regrets. She cannot be present tonight.
3. I now ask for a motion to approve the minutes of the last meeting, as posted at the back of the room/on the bulletin board.

The secretary can make the motion: I move the approval of the minutes of the last meeting. Do I have a seconder?

Seconder is _____.

President: All those in favour? The motion is carried

4. I now call on the Secretary to make her report.
5. The secretary makes her report.
6. President: Thank-you. I now call on the Treasurer to make her report.
7. The Treasurer makes her report.
8. President: thank-you

This is a rough guideline to get you started.

It is possible to hold a meeting by teleconference. It is also possible to vote by email.



ANNUAL GENERAL MEETING

This meeting is held once a year. This type of meeting is held by groups that meet during the year and its main purpose is to:

1. Elect the officers/Board/Executive
2. Read annual reports (usually submitted and collated as a small booklet) – these are usually just received and not read. You should have a motion to receive them.
3. Establish committees
4. Receive the Financial Reports and appoint an Auditor or other person to review Club books



Guideline for the Business part of a Club Annual General Meeting

1. **Call to Order:** I now call the Annual General Meeting of CFUW³ _____ to order. The time is _____ The Secretary is in place.
2. **Introductions:** It gives me great please to introduce _____ who is here as a special guest tonight⁴. Please stand so that Club members can recognise you and make you welcome.
3. **Regrets** (If an Executive/Board member is absent) _____ sends her regrets. She cannot be present tonight.
4. **Motion to Approve the Minutes:** I now ask for a motion to approve the minutes of the last Annual General meeting⁵, as posted at the back of the room/on the bulletin board.

The secretary can make the motion: I move the approval of the minutes of the last meeting. Do I have a seconder?

³ In the case of a new Club you may wish to say “The first Annual General Meeting of CFUW...”

⁴ Introduce any special guests at this time.

⁵ In the case of a new Club – there will be no previous minutes, but you may wish to pass the minutes of the previous Club meeting at this time.

Secunder is _____.

President: All those in favour? Those against? The motion is carried.

5. **President says:** I now call on the Secretary to make her report.
6. The secretary makes her report.
7. **President says:** Thank-you. I now call on the Treasurer to make her report.
8. The Treasurer makes her report. She will present the report of the last fiscal year. The members will receive this report.
9. The Treasurer will present the Budget for the next fiscal year and the members will vote on that.
10. **Treasurer:** Is there any discussion? When the discussion is finished she will say: I move the adoption of the Budget for 2008-2009 (as Amended – if amended): do I have a seconder?
11. President: Those in favour? Those against? The motion is carried.
12. **President:** Thank-you
13. **President says:** I now call on the Chair of Nominations to present the Officers for the next Club year.
14. Chair of Nominations presents her report and moves that the slate of officers be appointed.
15. **President:** All those in favour? Against? The slate is carried.
16. President: I now hand over the gavel to _____ , your President for the year _____.
17. New President thanks the outgoing President (if there is a new President)
18. **President** (if there is a new President she does it): Is there any further business? Are there any announcements? The next meeting will be _____ .
19. Then: There being no further business I declare the meeting adjourned.

This is a rough guideline to get you started. Some people like to write a full script.

A CLUB NEEDS...

1. A copy of its Charter. If not available it can be replaced by contacting cfuwgen@rogers.com
2. An up to date Constitution and By-Laws. Please supply National Office with a copy of your Constitution and By-Laws whenever you amend this document.
3. Keep copies of all Minutes (Executive and General Meeting Minutes) and make sure that they are signed by the President and the Secretary.
4. Be sure to have a copy of your yearly budget and financial statement for your records.
5. Try to establish a delegate fund to make sure that a representative is able to attend the CFUW AGM.
6. All Constitutions should have a dissolution clause and a quorum – a useful quorum would be about 20% of the members.



CFUW CLUB PRESIDENTS' CALENDAR

May

At last Executive (old and new **CFUW CLUB PRESIDENTS' CALENDAR**
April 30: CFUW's FISCAL YEAR END

April

Club President to ensure the following:

- Complete **Club Membership numbers information** online at www.cfuwadmin.org before **April 15** check that they are correct.
 - Fill in on-line dues form and send Club dues form **with dues to National Office** on or **before April 30**.
 - Fill out membership information – Club contacts and data for the coming Club year by **May 15**.
- **Resolutions** – Amendments to proposed resolutions to Director of Resolutions by

May

CFUW Fellowships winners posted on CFUW website at www.cfuw.org

June

Club Delegate to CFUW AGM:

- Decide how the Club wishes to vote on the CFUW By-Laws amendments and CFUW Resolutions.
- Give delegate the discretion to vote on emergency developments.
- **Deadline for early-bird registrations for AGM – 1 June 2010**
- **Credentials:** you will receive a Credentials Card in the mail – Have it signed by signing officers of your Club.
- **ONLY CLUBS THAT HAVE PAID THEIR DUES CAN VOTE AT THE AGM.**
- **Proxy Vote** – If not going to the AGM – send the signed card to your VP, RD or a neighbouring Club, complete with **written voting instructions**.
- Resolutions – Amended resolutions which will be presented to the AGM, sent to Clubs in prior to the AGM by email – (Conference Book)
- Resolutions posted on the website.
- Conference Book emailed to Club
- Pay CFUW AGM registration for Club Delegate – check on early bird registration – **2010 it will be June 1.**

Membership

- Did your Club have a project this year? Contact the Director of Membership. You may be eligible for a recognition certificate.
- **Note** The Director of Membership: selects the increased Membership awards.
- **Order Club supplies from National Office**

Club – internal organization

Organise an Executive Orientation for the new Executive Committee – to plan:

- Your objectives as President (Membership goals and targets, program, Club project, fund-raising etc)
- Discuss Job Descriptions with incoming Executive
- Organize material to send to Club archives
- Select new signing officers for the coming year and visit the Bank to do so
- Other

July 2010

At CFUW Annual General Meeting:

- Bring your banner to the AGM.
- Meet other Presidents, Regional Director and your regional CFUW Vice President.
- Attend Regional Meeting.
- Check out the National Office table at the AGM
- Meet CFUW Board members. In an election year, try to assess whom your Club might support for the office of CFUW national President.
- Attend workshops that will benefit your Club – plan to report on the AGM in your Club.
- Buy your copies of Herstory at AGM
- Visit CFUW Boutique (proceeds to CFUW Fellowship Program)
- Vote on Resolutions and By-Law amendments
- Update your Club website and ask CFUW National Office to link to national website at www.cfuw.org

September

- Deadline for selection of CFUW President – nomination **September 30**
- **Club Executive Meeting** – plan for October “*Women’s History Month*”. Consider planning for an International Women’s Day event
- Set newsletter deadlines for year.
- Plans for any significant anniversary in this Club year.
- Plan to raise funds for CFUW Fellowships Program.
- Invite the CFUW President, your area Vice President and Regional Director to visit your Club – **once in a Biennium**.
- **September 30th** is the last day for submission for the position of CFUW President (any Club may nominate). Get the forms on-line at www.cfuw.org

- National Office sends final wording of CFUW resolutions from AGM
- Final wording posted at www.cfuw.org .
- National Office prepares and sends out *Brief on CFUW Policy* and sample letters for sending to your local MP.
- Write letters to local representatives (MP or MPP, MNA, MLA) based on current CFUW policies (copies to CFUW National Office).
- In attend Standing Committee meetings
- Discuss plans to mark December 6 Anniversary of the Montreal Massacre at the École Polytechnique.
- **At Club September Meeting:**
Meet and greet; sign-up for Interest Groups; social time
Short Introduction about current CFUW matters and report on CFUW AGM

October

- Plan to attend CFUW fall Council or Regional Meeting (s).
- CFUW “Read Up On It “ with National Library of Canada – good time to promote literacy programs
- Contact Chair of CFUW Constitution and By-Laws if Club is planning to submit an Amendment.
- **October 15 -- Intent to Submit Resolution form to Director of Resolutions.**

November

- **November 1** – CFUW Fellowships and Awards documents due at National Office.
- Vote in Club for CFUW President – **deadline as on Nominations Form.**
- **Resolutions Information posted on CFUW website.**
- **November 15** – This is the last day for submission of Resolutions to the Director of Resolutions.
- Check on CFUW Constitution and By-Laws

December

- **December 6** – National day of mourning for violence against women. Remember the École Polytechnique Massacre – donations to the Charitable Trust Fund.
- **Select and initiate Club Nomination Committee.**

January

- Club Nomination Committee starts work on Club Nominations.
- Early January -- forward an up-date tally of your membership to your CFUW Regional Director (members that joined between June 1 and December 31) (she will forward to National Office).
- **January 15** – announcement of in-coming CFUW President.
- **January 15** -- CFUW Constitution and By-Laws proposals to reach the Chair of Constitution and By-Laws.

- Forward Nominations to CFUW Board of Directors to Nominations Chair – deadline **February 15**.

February

- **February 1** – resolutions e-mailed to Clubs
- **February 1** – resolutions on website at www.cfuw.org
- Publish in your newsletter and plan a meeting to discuss resolutions (Feb/March/April).
- **February 15** – By-Laws and Standing Rules: proposed Amendments to Clubs
- CFUW National Board of Directors – Mid-year Board Meeting.
- **Nominations deadline for CFUW Board and other positions -- February 28.**

March

- **March 1:** Club Information data on-line at www.cfuw.org fill in before **April 15**. Reminder by php list.
- **February 1:** Club Dues reminder by php – to Club Treasurer – **return to National Office by April 30.**
- CFUW AGM Information on website at www.cfuw.org
- Vote for Board of Directors – **deadline as on Nominations Form.**
- Club Resolutions Meeting
- CFUW Nominations Committee works to complete slate of Officers for CFUW
- Club Nominations Committee works to complete slate of Officers for Club.

April

- **April 1:** AGM Notice of Meeting and Provisional Agenda – sent to Clubs
- **April 15: Constitution and By-Laws** – send your Club amendments to CFUW Constitution and By-Laws Chair by **April 15**.
- CFUW Fellowships Committee meets
- CFUW Finance Committee meets

Please note: www.cfuw.org is your website. National Office will accept announcements for the website – send to cfuwcomm@rogers.com at any time of year. To link your website with CFUW's website send the address of your link to cfuwcomm@rogers.com

Need help? Contact National Office.

CLUB RESOURCES

President's File should contain:

- List of current Executive with contact information
- List of CFUW Board
- Contact information for your Regional Director
- Your Executive Job Descriptions
- Club Finance Reports and Budget
- Club Constitution and By-Laws
- Club Minutes for past two years
- Executive Minutes for past two years

Resources that you need to have on-hand:

- CFUW Directory: Has much valuable CFUW information, dates and timelines
- CFUW Constitution and By-Laws and Standing Rules (see also www.cfuw.org)
- Club Charter – or copy of Charter
- CFUW AGM Minutes (retain these for reference)
- CFUW Annual Reports (retain these for reference)
- CFUW Finance Reports
- CFUW Briefs to Government
- CFUW Policy Book – also on-line at www.cfuw.org
- CFUW Resolutions Procedure – on-line at www.cfuw.org
- Nuts and Bolts of Influencing Public Policy – updated 2008
- CFUW External Annual Report
- CFUW Who We Are Brochures
- CFUW Charitable Trust Brochures
- CFUW Posters (from National Office)
- CFUW Public Relations Guide (from National Office)
- CFUW letters – check the website at www.cfuw.org
- CFUW Guidelines for Hosting a CFUW Annual General Meeting
- CFUW Strategic Plan (available on-line at www.cfuw.org)
- IFUW Study and Action Plan – see www.ifuw.org

Please note that documentation provided to you at the CFUW AGM is useful as reference material about CFUW procedures and policies – hang on to it!

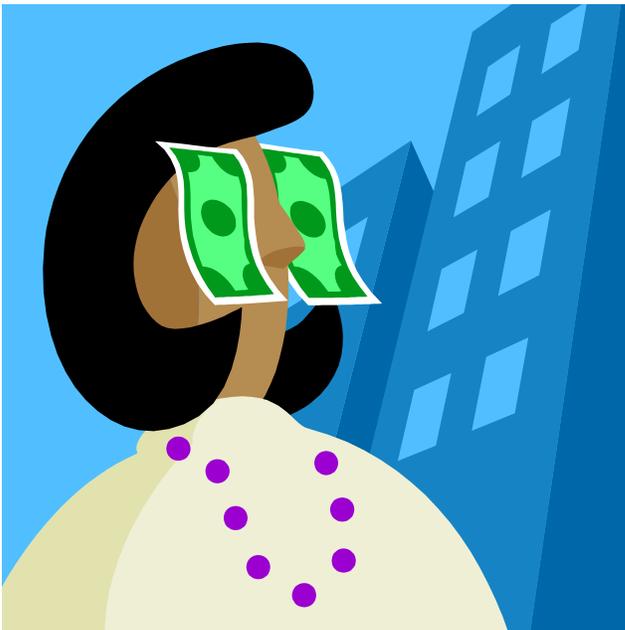
THE BASICS OF FUNDRAISING

The Basic Principles of Fundraising

1. You don't get money unless you ask for it.
2. The best approach is the direct, personal approach.
3. You have to give people something for their money.
4. When you do fundraising right, people give you money because they want to, not because they're trying to do you a favour.

General Tips

- **Know Where You Are Going:** Identify specifically what it is you want to accomplish. Set clear, reasonable financial goals and stick to them.
- **Have A Plan:** Selling fair trade chocolate? Putting on a women's music evening? It all starts with a plan.
- **Draw on Your Resources:** And that means you, your fellow CFUW members, CFUW National Office, your friends and allies. Contact National Office (613-234-8252) and other CFUW groups for ideas. You have a lot going for you in terms of experience, enthusiasm and energy.
- **Keep It Positive:** If you think you can't do it, you won't. You are selling something worthwhile!
- **Know Your Territory:** Good salespeople know their market.



Fundraising is the gentle art of teaching the joy of giving.
- Hank Rosso

FUNDRAISING PLANNING

After you decide what your group needs, you have to figure out how to get it. You can either raise money or have goods and services donated (known as in-kind donations).

Make an assessment of your group, asking questions such as:

- What material resources do we have?
- Who do people in our group know? Public officials, religious leaders, university faculty, entertainers, and local merchants are examples of contacts who can donate time, materials, or food for your event.
- What do we like to do? Are there group members with special talents? Are any group members artists, musicians, or experienced speakers?
- What other organizations do members belong to that may want to collaborate?

When creating a fundraising plan, keep in mind the following:

- **Fun:** Fundraising activities should be fun for the donors and for the members who have put it together. Activities that are a drag burn out your members and make people who give feel like they've been burned.
- **Simplicity:** Keep it simple. The more bells and whistles you add to the plan, the more things can go wrong.
- **Potential Hazards:** Beware of fundraising that requires large up-front investment, includes a high-risk of losing money, or could harm your group's reputation if you fail to meet expectations. Explore options for reducing high-priced overhead items, such as getting food donated.
- **Involvement:** Involve members and others in a positive way, without drawing time and resources from other necessary work.
- **Donor Appreciation:** Make donors feel good about giving. Thank them and, when appropriate, do so publicly.
- **Other Events:** Add fundraising to what your group is already doing. Consider how you can add a fundraising element to already planned actions and activities.
- **Celebration:** Celebrate victories and achievements. Reward friends, allies, and hard-working group members.

BASIC EVENT ORGANIZING INFORMATION

- **Start EARLY** – this can't be emphasized enough. It will save you lots of headaches.
- **KISS (Keep It Simple Stupid)** is the principle to live by. Don't ever make an event any more complex than it needs to be.
- **Be thoughtful** when it comes to presenters needs – communicate regularly and offer an honorarium to NGO speakers (they will often donate it right back to their organization).
- **Involve volunteers** as much as you can –the personal touch counts. It will also make the event less stressful for you. Striking an event committee can be a helpful way to organize the work.
- Always, always, always **print room booking confirmations** and bring them with you the day of the event.

- **FUNDING:** Don't pay for what you don't have to. Seek out funding partners – local unions, businesses and professional associations may be willing to help cover costs, or at least donate meeting space. Ask early and often.

- **PROMOTION:** Email, email, email! Spread the word in your community – contact university women's centres about your events, women's studies professors, feminist NGOs, local social justice networks, churches, mosques, etc.



HOSTING A TEACH-IN

What is a Teach-In?

A Teach-in is a session hosted by any group or organization to discuss an important topic. Teach-ins are informative sessions on recent events which people may not be able to understand clearly through news sources alone. It is a chance to inform people about an issue and provide them with opportunities to take action. Thus teach-ins are meant to be interactive as well as informative. Participants of a Teach-in are welcome to ask questions and discuss issues so that they can understand the topic clearly.

CFUW Clubs can use teach-ins to educate our own members. We can also make use of teach-ins as an outreach device to educate and mobilize other people in our community. Teach-ins are an excellent opportunity to work with other organizations to educate a broader community.

The measure of successful education is that it leads to action. A teach-in educates people to take action. It is a chance to inform people about an issue and provide them with opportunities to take action. Be sure to balance education and action at the event and allow enough time for people to discuss the issues.

What is the difference between a Teach-in and a Forum?

A forum usually consists of a panel of prominent or knowledgeable speakers that address a group of people. These speakers may often discuss or argue amongst themselves in front of the audience. Although questions are acceptable, it is assumed that attendees are already familiar with the topic. However the purpose of a teach-in is to educate the attendees on a particular issue, with which they may or may not be familiar.

How To Hold A Teach-In

Location and Time/ Date

Rooms with tables and moveable chairs are best because they allow small group discussions. Be sure that the location and time are accessible to the community with which you are working. Make sure to set a time so that women with other responsibilities (children, jobs, etc.) can attend.

Preparing For the Teach-In

Once you have secured a time and a place, begin to plan the program of the teach-in.

- First and foremost, decide who will be facilitating and/or speaking at the event. Contact them and see if they are available at the time of the event, explain the purpose of the event, and determine how long they will have to speak (20 min, etc.). Work out any honorarium issues now.
- Define the key messages you are trying to teach and figure out what is the best way to convey this information.
- Plan on making the teach-in as interactive as possible with group discussion and activities. Get resources such as reports, video clips, photo exhibits, fact sheets, etc which will strengthen your presentation.
- Plan on distributing handouts that are useful both as a take home guide and as a resource list for participants.

Publicity

Invite members in your community to your teach-in.

- Postering should be done on community boards in some grocery stores, coffee shops, etc. as well as on university campuses.
- Create a Facebook event and link it to the CFUW Facebook page – promote it on the CFUW website as well.
- Word of mouth is an especially good way to promote your event.
- Create quarter page flyers and have group members carry some with them at all times to pass out to fellow employees and friends.
- Remember that a personal invitation is more likely to entice a person to come than just looking at an ad – tell everyone!
- Mass emails are also an easy way to get the word out.

Program for the Teach-In

- A member of the CFUW should open the session with an informative talk, introducing CFUW, the type of activities that we work on, and background information on the CFUW's work on the issue.
- Design one or more small group activities to allow participants to have more in-depth discussions about the topic, do a small group exercise or discuss how they can get involved or plan a next activity.
- Be sure to relate the specific topic of the teach-in to the larger picture of women's rights.
- Use a related video as a learning tool.
- Leave time to engage the audience in a discussion about the issues presented and steps for action.

- Plan on ending the teach-in with ways that participants can become involved, like letter writing activity or some other action. Bring copies of petitions and sample letters for them to sign or take with them. It is also a good idea to provide sources where they can get more information on the issue such as websites, alternative news sources, books, and newsletters.

Sign-in Sheet

As with all our group events, a sign-in sheet should be passed around to all attendees. This will make it possible for to follow up with these individuals later and also provide a possible pool of future members.

Feedback

Pass out an evaluation form to participants so you can learn from your audience how to do an even better job next time.

Follow-up

Following up is an important way to make sure that participants **stay involved**. Hosting an event or action within two weeks of the teach-in is great way to tap into the energy generated from the teach-in. Consider a rally or a letter writing drive related to the issue. If a follow-up event is not feasible, at least make sure to contact the attendees from the teach-in to thank them and extend an invitation to work with CFUW in the future.

Teach-In Check List

- Secure time and place for teach-in – print booking confirmation and keep it handy!
- Arrange for chairs or other seating – this might cost extra, so be sure to ask.
- Invite and confirm people who will facilitate or speak at the event – RECONFIRM a day or two prior to the event. Make sure to provide change for parking.
- Publicize, publicize, publicize!
- Make and post flyers – start this at least two weeks in advance.
- Send out Emails to your list of supporters, to other community groups and members
- Get organizers/friends to commit to recruiting 10 number of people to attend
- Finalize program content
- Obtain multimedia resources (video clips, posters, etc.)
- Arrange for multimedia facilities (TV, VCR, overhead projector, etc.)

- ❑ Make informational handouts
- ❑ Send email reminders to members, friends, co-workers, classmates, etc.
- ❑ Bring sign-in sheet with space for people to write down their emails
- ❑ Bring copies of sample letters to hand out if applicable
- ❑ Bring copies of petitions to hand out if applicable
- ❑ Bring evaluation forms to hand out at the end
- ❑ Follow up with attendees – email them with avenues of action
- ❑ Host follow-up action event



HOSTING A FORUM

What is a Forum?

A forum is an informative session hosted by any group or organization that desires to discuss different ideas or theories on an important topic. A forum usually consists of a panel of speakers that can include professors, professionals, community leaders, or other individuals knowledgeable about the topic. Each speaker is allowed time to address the issue which is often followed by a **discussion section amongst the speakers** or **questions from the audience**.

What is the difference between a Forum and a Teach-in?

A forum usually consists of a **panel of prominent or knowledgeable speakers** that address a group of people. These speakers may often discuss or debate amongst themselves in front of the audience. Although questions are acceptable, it is assumed that attendees are already familiar with the topic. On the other hand, teach-ins are intended to educate people about current events that they may not fully understand from news sources alone.

Organize Your Forum Event

Pick a Location, Date and Time

Reserve an accessible location in your community for the event. Make sure to set a time so that women with other responsibilities (children, jobs, etc.) can attend.

Decide on Program Content

- Once you have secured a time and a place, decide what **subject** or aspect you would like your speakers to address.
- **Set a time limit** for each speaker and choose what kind of discussion, if any, should follow.
- Decide **who will be facilitating and/or speaking at the event**.
- Ask your speakers to notify you what they plan on discussing so that you can decide the order of speakers and can better publicize the event.
- Also ask if the speakers will need any technical support such as a TV, VCR, overhead projector, or slide projector. Secure these items as soon as possible. If you do not have these resources, be sure to notify the speakers so that they can modify their presentation.

Publicize Your Event

Invite community members to your forum.

- **Posting** should be done on community boards in some grocery stores, coffee shops, etc. as well as all over campus.
- Create a **Facebook** event and link it to the CFUW Facebook page – promote it on the **CFUW website** as well.
- **Word of mouth** is an especially good way to promote your event.
- Create quarter page **flyers** and have group members carry some with them at all times to pass out to fellow employees or classmates.
- Remember that a **personal invitation** is more likely to entice a person to come than just looking at an ad – tell everyone!
- **Mass emails** are also an easy way to get the word out.

Sign People In

As with all your group events, a sign-in sheet should be passed around to all attendees. This will make it possible for your group to follow up with these individuals later and also provide a **possible pool of future members**.

Include an Action

Plan on ending your forum with ways that participants can become involved. Bring copies of petitions and sample letters for them to sign or take with them. It is also a good idea to provide sources where they can get more information on the issue such as websites, alternative news sources, books, and newsletters.

Solicit Feedback

Pass out an **evaluation form** so you can learn from your audience how to do an even better job next time.

Follow-up with Participants

Follow-up is an important way to make sure that participants **stay involved**. Hosting an event or action within two weeks of the forum is great way to tap into the energy generated from the forum. Consider a rally or a letter writing drive related to the issue. If a follow-up event is not feasible, at least make sure to contact the attendees from the forum to thank them and extend an invitation to work with CFUW in the future.

Forum Check List

- Secure time and place for forum
-

- Arrange for chairs or other seating
- Invite and confirm people who will facilitate or speak at the event
- Publicize
- Make and post flyers – start at least two weeks prior to the event.
- Send out Emails to your members and other community groups.
- Ask organizers/friends to commit to bringing a number of people
- Finalize program content and format
- Arrange for multimedia facilities (TV, VCR, overhead projector, etc)
- Send email reminders to members, friends, co-workers, classmates, etc.
- Bring a sign-in sheet
- Bring copies of sample letters to hand out
- Bring copies of petitions to hand out
- Bring evaluation forms to hand out at the end
- Send thank you cards to speakers
- Follow up with attendees
- Host follow-up action event



HOSTING A MAJOR SPEAKER

Hosting a speaker can be a great opportunity to attract and involve new people. Guest speakers can be other women's rights activists, community leaders, professors, representatives from other organizations, authors, or visitors from other countries. They can be from your local community, from another part of the Canada, or from another country.

Planning for your event

- Begin planning for a speaker event at **least two to four months ahead of time** and set clear goals for your event.
- When inviting speakers, be clear about what you want them to discuss.
- Clarify whether there is a fee or other expenses that you will need to cover and how and when the speaker expects to be paid. Look for funding partners in your community: business associations, universities, unions, etc.
- **Develop an agenda** for the event with clear times and roles. Don't forget to leave time in the beginning of the event to give an introduction to CFUW and at the end to ask people to take action and get involved. Make sure to set a time so that women with other responsibilities (children, jobs, etc.) can attend.
- **Plan time for a question and answer period** after the speaker's talk, and think of other creative ways to encourage audience participation, such as breaking into small discussion groups.
- Assign someone to act as a host for the guest and make sure they learn about the speaker's background. This person should be around to help answer her/his questions, assist in preparation, and generally be a key contact for the speaker.
- Communicate clearly and regularly with the speaker before the event to get information about her/him, and share information about your group and the event.
- **Develop a recruitment plan**, which includes reaching out to new people whom you think the speaker will attract.
- Include a plan for signing people in at the event and for following up with newcomers.

On the day of your event

- If possible, arrange to meet speakers when they arrive, and take them to their hotel or other destination.
- Once they arrive, plan to spend time with them to prepare for the event.

- Allow time for the speaker to eat if food will be served at the event.

During the Event

- Keep time during the speech. Before the event, devise a system to let the speaker know when time is running out.
- If your speaker is attending multiple events, allow breaks in between speaking engagements.

Following the event

- Send a thank you note to your speaker.

Other things to consider

- If hosting for more than one day, remember to schedule some free time and stick to it.
- Make suggestions of things the speaker can do during their free time.
- Remember the speaker may be away from home for a long time and need access to shopping, laundry facilities, and other basic conveniences.
- Try to connect the speaker to groups they may be interested in networking with.

Questions to ask the speaker:

1. What is their complete contact information? Address, **Cell Phone**, Email
2. Who to contact in an emergency?
3. Where are they from?
4. How did they get their expertise or experience?
5. Will they send a resume and a brief bio?
6. What is their connection women's equality work?
7. What is the cost to the group?
8. Honoraria, Travel, Accommodations, Other Expenses
9. Do they have any dietary restrictions and/or special needs?
10. What equipment do they need for their presentation? (e.g. slide projector, video player)
11. Do they have a preference for how the room is set up?
12. Can you take photos of them?
13. Are they available to do interviews with press?
14. Can they provide a photo to use for flyers or other promotional materials?
15. Is there anything else they need to feel comfortable?



Information to share with the speaker:

1. Contact person and contact information: Address, Phone, Email
2. What CFUW does and what we have been working on
3. Goals for the event
4. A complete agenda for the event
5. Number of members in CFUW
6. Number of people expected at event
7. A description of the expected audience

Check List

- Invite a speaker
- Secure time and place for speaker
- Develop an agenda
- Develop a recruitment plan
- Publicize speaker event
- Make and post flyers – start early!
- Send out emails to your members, other women’s groups, community centres, etc.
- Ask organizers/friends to commit to bringing a number of people
- Meet the speaker ahead of time
- Bring sign-in sheet
- Hold the event
- Bring evaluation forms to hand out at the end
- Send thank you cards to speaker
- Follow up with attendees

TABLING EFFECTIVELY

Tabling is an effective way to make the CFUW more visible at community events and on campuses. We can spread the word about our current work, announce upcoming events, recruit new members, and even raise money by tabling. Tabling can also provide students and community members with an opportunity to get involved and ask questions about our work.

Table Set Up

- Reserve a table as soon as you can – they fill up fast at popular events.
- The appearance of the table should invite passers-by to stop and check it out.
- It is important to create a “self help” space where people can walk up and easily find a general CFUW brochure and a clear example of the CFUW’s work.
- Use music or videos to draw attention to your table if possible.

Ideas on how to strike up a conversation

- Be friendly and invite passers-by to stop at the table.
- Make sure you have the information necessary to answer general questions about the services offered by the CFUW and the work we do.
- Some people may feel intimidated to walk up and ask questions; make sure you acknowledge each person, welcome them to your table and try to engage them in conversation. Even just saying “Hi” with a smile is a good start.
- Initiate conversations with table visitors. Ask: “Are you familiar with the Canadian Federation of University Women?” “Have you heard of our Stop Violence Against Women Campaign?” “Are you interested in a particular issue affecting women?”
- While it is important to greet each person, respect those who may not want to have a conversation, but just want to browse.

Check List

- Banner or big CFUW sign
- Music or a video
- Flyers for upcoming events
- General CFUW brochures, condoms, crisis information
- Email sign-up sheet and volunteer forms

CHALKING SIDEWALKS

Chalking sidewalks is a great way to publicize CFUW events or to raise awareness about issues affecting women. You can use the messages and images that are part of a campaign or urgent action. Chalking should be done in strategic areas where people are likely to take note of writing on the sidewalk.

Some things to remember

- Keep the message short and simple.
- Use colors that catch people's attention.
- Ask the permission of property owners if it is not a public sidewalk.
- To get the job done quickly without disrupting people, plan on chalking when there is little sidewalk traffic.
- Coordinate the chalking with an event or series of events you have planned and add that information to the chaked message.



OTHER EVENT IDEAS

ACTIVISM AND THE ARTS

- **Art Shows.** Ask art students or local artists to create and donate works with a feminist theme for exhibition and/or raffle.
- **Magazine Making.** Compile a women's magazine, or suggest that campus or community literary magazine adopt a feminist theme.
- **Wine-and-Cheese.** Consider combining a wine tasting with a feminist short film, art exhibit, speaker, or poetry reading.
- **Quilt.** Make a quilt out of cloth or paper. Have volunteers and other students illustrate issues affecting women with words or images.
- **Performance Art.** Sponsor a poetry or literature reading or perform a play with a feminist theme.
- **Film Festival.** Set up a series of films about women.
- **Jam.** Organize a concert featuring local female artists. If you need help with a large project like this, join forces with other women's groups or other community organizations.

FOOD AND DRINK

- **Bake Sale.** Sell goods that are baked by group members. Having a catchy theme like different prices for men and women (ie, \$1 for men, 79 cents for women) can raise awareness about the pay gap.
- **Cookbook.** Collect recipes from your club members and the community to produce a feminist cookbook.
- **Feminist Café.** Host poetry readings at a local café. Organize letter writing or other action to go with tea.
- **Women's Gathering.** Host a pot luck dinner for women in the community featuring dishes from other countries. Have a theme, play international music, and decorate. Make sure to set a time so that women with other responsibilities (children, jobs, etc.) can attend.

PUBLIC DEMONSTRATIONS AND SPECIAL EVENTS

Organize public demonstrations such as vigils, protests, rallies, or street theater events. See the calendar for ideas of dates to organize events around, such as Persons Day, International Women's Week and the National Day of Remembrance and Action on Violence Against Women.

APPENDIX A: RANKED MOTIONS

Listed from high rank to low. When any of these motions is pending, anything below is not in order

Motion	Can Interrupt Motion	Needs a second Motion	Can be amended Motion	Can be debated Motion	Vote to carry Required
Privileged motions					
Fix time to which to adjourn	No	Yes	Yes	No	Majority
To adjourn	No	Yes	No	No	"
To recess	No	Yes	Yes	No	"
Raise the question of privilege	Yes	No	No	No	"
Call for orders of the day	Yes	No	No	No	1/3
Subsidiary Motions					
Lay on the table	No	Yes	No	No	Majority
Previous question	No	Yes	No	No	2/3
Modify debate	No	Yes	Yes	No	Majority
Postpone to a definite time	No	Yes	Yes	Yes	"
Commit – refer to a committee	No	Yes	Yes	Yes	"
Amend	No	Yes	Yes	Yes	"
Postpone indefinitely	No	Yes	No	Yes	"
Main Motion	No	Yes	Yes	Yes	"

Call for orders of the day by any members brings this motion to a vote. A two-thirds vote against the call is required to set aside the orders of the day.

Postpone to an indefinite time – if this motion creates a special order, then a **two-thirds vote** is needed to carry it.

RULES OF ORDER OR PRECEDENCE

Type of Motion	Must it be Seconded?	Is it Debateable?	Can it be Amended?	Can it be Tabled?	The Vote Required
Adjourn	Yes	No	No	No	Simple majority
Point of privilege	No	No	No	No	Does not apply
Challenge to the Chair	Yes	No	No	No	Simple majority
Point of order	No	No	No	No	Simple majority
To table	Yes	No	No	N/A	Simple majority
Put the question	Yes	No	No	No	Two-thirds
Postpone to a specified time	Yes	Yes	Yes	No	Two-thirds
To refer	Yes	Yes	Yes	No	Simple majority
Amendment to Amendment	Yes	Yes	No	Yes	Simple majority
Amendment	Yes	Yes	No	Yes	Simple majority
Motion	Yes	Yes	Yes	Yes	Simple majority

Some motions take priority over other. In other words, they have precedence in procedure. A motion to **adjourn**, for example, takes precedence over all other motions. A **motion to postpone** takes precedence over a motion to **amend**.

It is important for the presiding officer to become familiar with the order of precedence and with the characteristics of motions i.e. whether they are debatable or amendable. A new presiding officer should refer to this list until she is familiar with it.

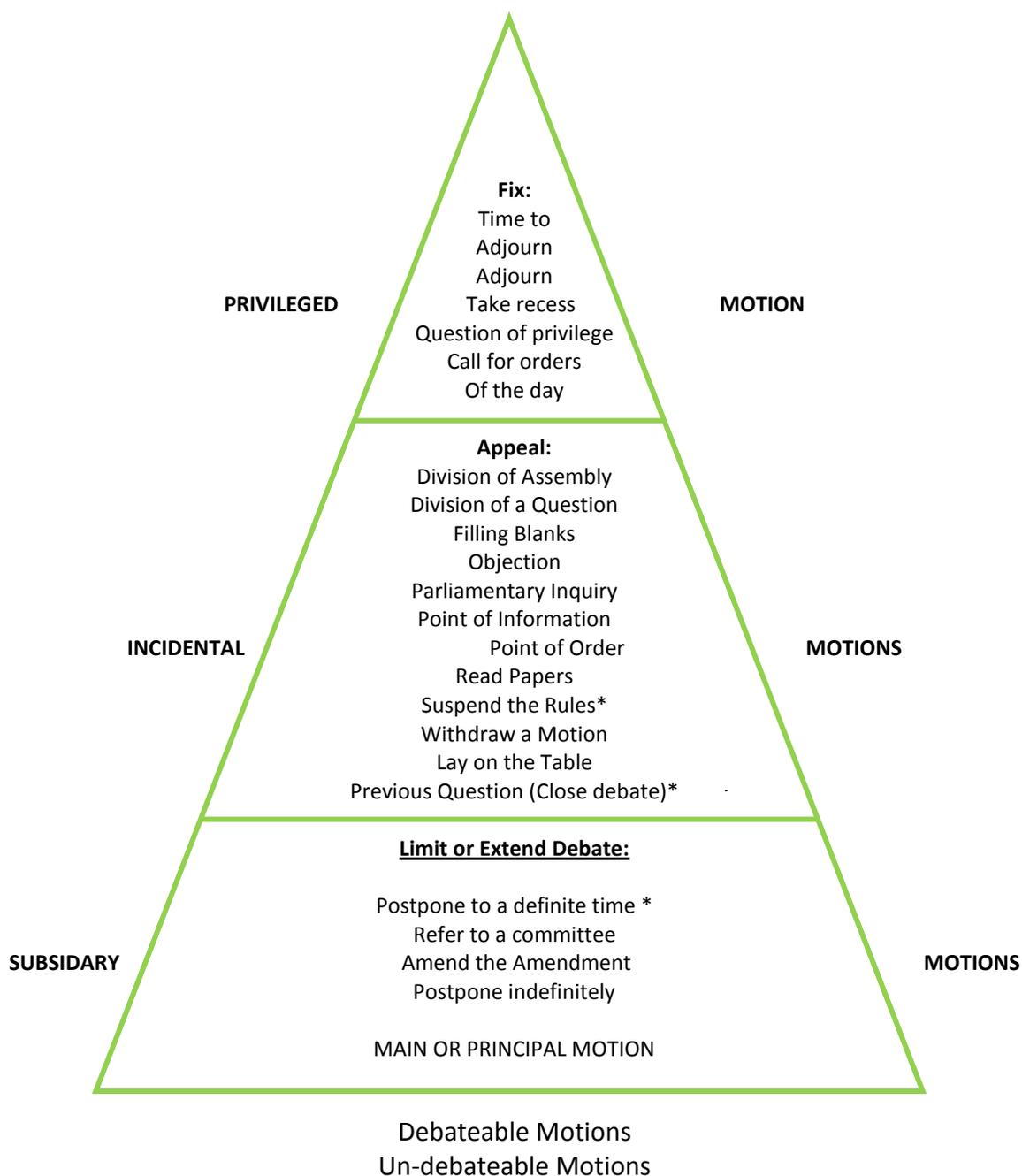
A quorum: your association by-laws may specify a number or a percentage. If they do not it is usual to regard 50 percent of those eligible to attend and vote as constituting a quorum⁶.

Order of Business: all meetings, both general and executive should follow a pattern or typical order of business. The presiding officer must have an agenda prepared. For executive/board meetings each member must have a copy of the Agenda.

A motion may be discussed, amended, delayed, referred, withdrawn, voted upon, reconsidered. The Chair announces positive and negative votes, so that the membership clearly understands how the matter has been decided.

If you must lead – do it and enjoy it

⁶ You may wish to set your quorum lower – at even 20%



Miscellaneous motions after action has been taken on the Main or Principal Motion

Motion: Take from the Table – debateable
 Rescind – debateable
 Ratify – debateable

*Motions requiring a two-thirds vote



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