

## General Courtesies for All Members

In keeping with the new year and recognizing that we have many new members, here are a few general courtesies for all members to practice.

Each member should show respect to all other members by attending meetings regularly, wearing a name tag and introducing guests. Every member should give their full attention to the individual who has the floor at any time. – Whether speaker, officer, or member. All cell phones must be in silent mode during the course of the meeting.

Members should remember that the Club president is the official hostess of the club and take time to introduce their guest to the president personally during social time.

Chairmen should investigate and discuss all programs and projects prior to their official introduction. Allow members time to make suggestions and critique the plan at a meeting, prior to implementation, not afterwards.

Every member should be interested in membership retention and expansion. Participation by all members should be encouraged with warmth and friendship.

When introducing a speaker, a person known to the audience is presented, a stranger is introduced.

Members wishing to be recognized by the presiding officer shall stand, state their name and business, using a microphone if one is available. **When presenting a report, a written synopsis shall be given to the recording secretary.**

When making a motion: (A motion is needed to introduce New Business.)

- Member stands up, is recognized, and makes a motion.
- Another member seconds the motion.
- Without rewording, the presiding officer restates the motion to the assembly.
- Members debate the motion, one at a time.
- By telling members how to vote (say “aye, stand up, raise hand”, etc.), the presiding officer asks for affirmative votes and opposing votes.
- Presiding officer announces the result of the voting.

Minutes of each meeting are provided via e-mail prior to the next meeting for members to review. Minutes do not need a motion for correction or approval.

Let us all enjoy our meetings with Love, Respect, and Kindness.

*Liz Moore*

*Recording Secretary*

*GFWC Rotonda West Woman's Club*