

# ABATE OF OHIO, INC.

## POLICY AND PROCEDURE

### PART III: MEETINGS

Established by: Bylaws Article II: Board Meetings and  
Bylaws Article III: Committee Meetings.

Forms: Cash Transfer / Receipt (F011),  
Earmarked Fund (F020),  
Sample Meeting Agenda (F024),  
Sample Meeting Minutes (F025),  
Sample Motion Sheet (F026),  
Rental Agreement,  
IRS W-9 Form.

#### SECTION A: GENERAL

1. ABATE meetings are open to the public and subject to rules established by the ABATE Manual.
2. All attendees are welcome at an ABATE meeting, plan location accordingly.
3. ABATE reserves the right to refuse meeting admittance to anyone and to remove anyone being disruptive.
4. Any membership applications and monies taken at a meeting are subject to policies established by the ABATE Manual.
5. Any expense (including prizes) requires completion of an IRS W-9 Form unless paid to and receipted by a corporation.
6. Any earmarked fund must be approved by State Treasurer.
7. Monies and goods collected at a meeting are subject to proper reporting and dispersing.

#### SECTION B: PLANNING & PREPARATION

1. Establish the chair of the meeting.
2. Careful preparation of an agenda, including goals for the meeting, will help ensure an effective and organized meeting.
3. To encourage attendance, try to schedule meetings at regular intervals and at known locations.
4. Meeting times and locations must be properly published in advance.
5. Meeting notices can be posted if necessary and should include both time and location.

6. Rental contracts need enough time for proper approval and execution.
7. Ensure that a proper amount of materials and handouts are prepared prior to the meeting.

#### SECTION C: CONDUCTING THE MEETING

1. Start on time.
2. Distribute materials and handouts.
3. Recognize visitors and/or new members.
4. Stay on subject and use a time limit if necessary.
5. Only one person may have the floor at a time.
6. During reports the person presenting the report holds the floor and may recognize individuals for questions or comments.
7. Motorcycling is a passionate subject. Stick to ABATE business, don't make it personal.
8. Open discussion with attendees promotes a diverse range of ideas.
9. Not all decisions / discussions placed before a board will be easy ones; however decisions will need to be made in a timely manner. Once a decision is properly made, all members of the board need to support it.
10. Minutes must be taken.

#### SECTION D: RESPONSIBILITIES OF THE CHAIR

1. Maintain order while moving through the agenda.
2. Maintain an atmosphere that promotes varied opinions.
3. Ensure motions are clear and understood prior to vote.
4. Assign specific tasks to an individual or a committee and follow-up as needed.
5. During longer meetings, recognize the need for breaks.
6. Have a working knowledge of the ABATE Manual and the ability to conduct an effective meeting.

## **SECTION E: ATTENDANCE**

1. ABATE may require proper identification to determine age, identity or membership status.
2. If a RBO or CBO officer is unable to attend a board only meeting, a proxy should be issued.

## **SECTION F: VOTING**

1. Only votes cast by ABATE of Ohio members will be counted.
2. Voting may take place at either a board meeting level or a general membership meeting level, whichever is appropriate.
3. If a vote is to be taken at a RBO only or CBO only meeting, a quorum of elected officers must be present.
4. Before a vote, a motion must be made, seconded and recorded in the minutes.
5. Once a motion is made, seconded and allotted time for discussion has expired the vote is called.
6. Money issues require a vote.
7. At the BOD level, money issues and changes to the ABATE Manual require a roll call vote.
8. Motions are decided by simple majority vote.

## **SECTION G: E-VOTING**

1. A motion needs made and seconded before calling for an e-vote.
2. An e-vote must contain a date and time that it must be returned to allow for discussion.

3. Discussion on an issue before a vote needs to be sent to all parties involved in the vote.
4. E-vote must be returned to the appropriate level chair or EXEC to be tallied and results distributed.
5. All pertinent information and votes need to be forwarded to, maintained by and recorded by appropriate secretary.
6. E-vote correspondence must use recognized e-mail address.

## **SECTION H: LESSONS LEARNED**

1. If alcohol is consumed at a meeting, keep it at a responsible level.
2. Reports should be distributed electronically in advance of the meeting as much as possible.
3. In an effort to save time, a written report can be entered into the minutes "as submitted" instead of being read aloud.
4. During reports save questions and comments for after the end of the report.
5. The longer a meeting lasts, the greater the chance of people losing interest.
6. Varied opinions are important, try not to restate that which has already been said.
7. In an effort to save time, do not talk more than necessary and speak only to the motion at hand.