



SPARKS RC Club Member Handbook

How SPARKS Business Meetings are Run

SMH – 007

Per the SPARKS Bylaws, the membership will meet once per month to formally report the financial state of the club, the activities of standing committees, the status of ongoing projects, safety or business issues, and new projects requiring approval.

Roberts Rules of Order are followed to ensure the meeting is productive. Following the Rules of order ensure focus is maintained, communication is clear, all planned topics are covered, everyone gets to speak and voice an opinion or idea, and everyone gets a vote to approve or disapprove a motion.

The following are the things you, as a new member, should expect to see when you attend your first business meeting

1. Preparation Before the Meeting

- **Set an Agenda:** Prior to the meeting, the officers have created a detailed agenda listing the topics to be discussed, including old business, new business, committee reports, and any other relevant issues.
- **Schedule the Meeting:** The first Wednesday of each month has been chosen for our business meetings. All members are notified via the club Newsletter which is published well in advance of the meeting.
- **Prepare Documents:** Any necessary documents, reports, or financial statements that need to be reviewed have been prepared in time for the meeting.
- **Attendance:** Attendance is taken via sign-in sheets to ensure a quorum (the minimum number of members required to make the meeting valid) is present. You must sign in. These documents have been used in the past to prove a quorum was present.
- **Personal Business:** Use the time before the Call to Order to take care of your personal business with the club such as Paying Dues, purchasing raffle tickets, asking for time to make announcements, etc. Please be back at your seats prior to the Call to Order.

2. Start the Meeting

- **Call to Order:** The meeting begins on time by calling it to order. The chairperson or president typically does this.
- **Attendance:** A reminder to sign in is made to ensure a quorum (the minimum number of members required to make the meeting valid) is present.



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- **Approve Minutes:** Minutes of the last meeting are published in the newsletter. Please review them before you come to the business meeting so you will be prepared to approve them. Approval is done by asking for a motion and a second, followed by a vote if a quorum is present.

3. Conducting the Meeting

- **Follow the Agenda:** Officers strive to stick to the agenda to keep the meeting focused and on track. The address each item in order.
- **Old Business:** Discuss any unfinished business from previous meetings. This may include follow-ups on tasks or issues that were not resolved.
- **New Business:** Introduce and discuss new topics or proposals. Allow for open discussion but manage the time to ensure the meeting doesn't run too long.
- **Reports:** Hear reports from officers, committees, or other sub-groups within the club. These reports should be concise and relevant to the business of the club.
- **Motions and Voting:** If decisions need to be made, motions are asked for. Once a motion is made and seconded, the floor is opened for discussion. After discussion, a vote is called for. We ensure the voting process is clear and that all votes are counted accurately.

4. Closing the Meeting

- **Recap and Action Items:** Key decisions are summarized and any action items or tasks that need to be completed before the next meeting are outlined. Responsibilities are assigned as needed.
- **Announcements:** Time for any final announcements is given, such as upcoming events, deadlines, or important reminders.
- **Programs, Presentations and Games:** A prepared program, if scheduled, is given, Model of the Month competition is allowed for, raffle games and other drawings are held.
- **Adjournment:** Officially end the meeting by asking for a motion to adjourn. Once seconded and approved, the president declares the meeting adjourned.

5. Follow-Up After the Meeting

- **Minutes:** Prepare and distribute the meeting minutes to all members, highlighting the decisions made and the action items assigned.
- **Action Items:** Follow up with members responsible for specific tasks to ensure they are completed by the next meeting.
- **Next Meeting:** Start planning the next meeting by setting a date, time, and agenda.



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Ensuring a Successful Meeting

- **Time Management:** Officers will keep discussions focused and avoid allowing any one topic to dominate the meeting.
- **Encouraging Participation:** Officers will foster an inclusive environment where all members feel comfortable voicing their opinions.
- **Staying Neutral:** The chairperson shall remain impartial and ensure that all voices are heard.
- **Respect:** We encourage respectful dialogue, especially when disagreements arise.

Running a club business meeting effectively helps ensure that the club functions smoothly and that all members are informed and engaged.