



Meeting Basics

Quorum

"Members present" equals a quorum for a meeting prior to the start of the season. For all other meetings, a quorum is a majority, in the absence of a specific rule regarding a quorum.

Meeting Routine

- ★ Chairman (president and/or Youth league supervisor) opens a meeting by stating: "The meeting will please come to order and the secretary (and/or Youth league official) will call the roll."
- ★ Secretary and/or Youth league official calls names of all officers and team captains, recording who is present as part of the minutes. Secretary and/or Youth league official also announces if a quorum is present.
- ★ Secretary and/or Youth league official reads minutes of preceding meeting and board approves as is, or makes additions or corrections.
- ★ President and/or Youth league supervisor calls for treasurer and/or Youth league official and chairpersons of appointed and special committees to make reports, as necessary.
- ★ President and/or Youth league supervisor calls for discussion of all unfinished business.
- ★ Board discusses and acts on new business.
- ★ If scheduled, a program is presented under other business.
- ★ Adjournment of meeting.