

# COMMITTEE

## PRINCIPLES STANDARDS & GUIDELINES

# COMMITTEE RESPONSIBILITIES

A committee's primary function is to collaborate with other volunteers to provide programs, products, and services that best meet members' needs and are cost effective. Committees are the lifeblood of an association because they provide forums for ideas and vision for the future.

## NUTS & BOLTS

- Committee members are appointed for one (1) year terms with the exception of the Grievance Committee which has staggered three year terms.
- The President and CEO are non-voting ex-officio members of all committees and will be notified of meetings.
- The President has the power to remove, subject to confirmation by the Board of Directors, any member from a committee.
- It shall be the policy of GMAR that if a committee member is absent from three regularly scheduled committee meetings, he or she automatically forfeits the committee appointment subject to review by the Executive Committee.

## TRAITS OF A GOOD MEETING PARTICIPANT

### Be Prepared

- Read meeting material in advance.
- Contact staff Liaison or Chairperson with questions.
- Do follow up research on terms you don't fully comprehend.

## Stay on Track

- Avoid idle chatter or chit chat with those next to you. It distracts from the meeting to have separate conversations.
- If a meeting goes into executive session, never discuss what transpired outside of the meeting room, not even with other attendees.
- Maintain confidentiality when required and seek clear understanding about how and when to share information discussed.
- If a motion is passed, you should never disparage the outcome.
- Seek always to do what's best for the most, not what's best for you or your office.

## Respect for Others

- Arrive on time for the meeting; if you are not able to attend the meeting, notify the staff liaison and/or Committee Chair. A quorum is required to conduct business.
- Don't interrupt, but rather signal to the chair you wish to speak.
- Be concise when you make your point.
- Try to make sure everyone has had a chance to speak before jumping in for a second turn.
- Strive to move the discussion and decision forward when possible. Seek consensus.

## Finish Strong

- Bring your calendar/phone and commit to the next meeting at the end.
- Make a list of those items you promised to do and add them to your calendar.
- Make a note about what message you'd like to convey when speaking with the membership.

# TRAITS OF A HIGH PERFORMING TEAM

## Trust, Synergy & Discussion all Factor In

- They make the work fun and satisfying (truly accomplish something!)
- Teammates have developed a trust in each other and in the team's purpose – they feel free to express feelings and ideas.
- Everybody understands and is working toward the same goals.
- Team members actively diffuse tension and friction in a relaxed atmosphere.
- The team engages in extensive discussion, and everyone gets a chance to contribute.
- Criticism is constructive and is oriented toward problem solving and removing obstacles.
- Each team member carries his or her own weight and respects the team processes and other members.

# CONFLICT OF INTEREST

## What is a conflict of interest and how does it affect me?

- Service as a volunteer for the Association gives rise to certain ethical and legal obligations to GMAR. One such obligation is the fiduciary duty.
- This fiduciary duty requires the exercise of reasonable care in performing functions for the Association, exhibiting honesty and good faith and includes the responsibilities of both care and loyalty to the association. The duties of good faith and loyalty require leaders to avoid Conflicts of Interest and to safeguard the Association's best interests, not those of the individual volunteer.
- A Conflict of Interest may exist when the Leader participates in the decision-making process on an issue for GMAR, while concurrently, having other business, professional or personal interests that could tend the volunteer toward bias or predisposition on the issue.
- Volunteers with actual or potential Conflicts of Interest must immediately disclose all facts material to the actual or potential Conflict of Interest at the outset of any discussion by the Association pertaining to the business.





## Strict Compliance

GMAR complies strictly with the Federal Anti-Trust laws. Discussions of price fixing, division of markets, group boycotts, business pricing or strategy, do not disparage the idea of competition will not be allowed during any membership meeting, committee meeting, or any other gathering of members.

Do adhere to prepared agendas for committee meetings and offer corrections to any minutes which do not accurately reflect the matters which transpired. Protect against any meeting activities that appear to violate the anti-trust laws, do not take part in such discussions.

# ROBERT'S RULES CHEAT SHEET

Committee meetings are conducted according to Robert's Rules of Order, and actions take the form of motions.

## Types of Motions

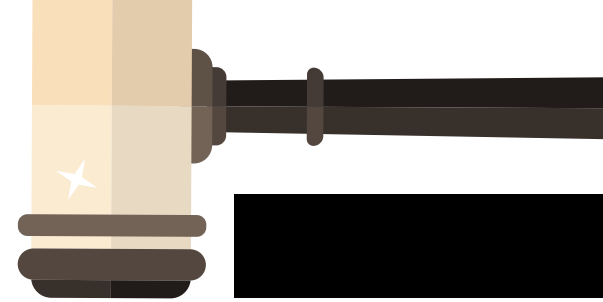
1. Main Motion: Introduce a new item
2. Subsidiary Motion: Change or affect how to handle a main motion (vote on this before main motion)
3. Privileged Motion: Urgent or important matter unrelated to pending business
4. Incidental Motion: Questions procedure of other motions (must consider before the other motion)
5. Motion to Table: Kills a motion or postpones until later date
6. Motion to Postpone: Delays a vote (can reopen debate on the main motion)

## Steps to a Motion

1. Motion: A member rises or raises a hand to signal the Chairperson
2. Second: Another member seconds the motion
3. Restate motion: The staff liaison restates the motion
4. Discussion: The members debate / discuss the motion
5. Vote: The Chairperson restates the motion, and then first asks for affirmative votes, and then negative votes
6. Announce the Vote: The Chairperson announces the result of the vote and any instructions

# Robert's Rules **CHEAT SHEET**

# **CONTINUED**



## **Main Points:**

- Point of Order: Draws attention to a break of rules, improper procedure, breaching of established practices, etc.
- Point of Information: A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make a fully informed vote.
- Point of Inquiry: A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- Point of Personal Privilege: A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

### **The following summary will help determine when to use the actions described in Robert's Rules.**

- A main motion must be moved, seconded, before it can be discussed.
- If you want to move, second, or speak to a motion, raise your hand and address the Chair.
- If you want to approve the motion as is, vote for it.
- If you disapprove the motion, vote against it.
- If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.
- If you want advice or information to help you make your decision, move to refer the motion to an appropriate committee with instructions to report back.

- If you want time to think the motion over, move that consideration be deferred to a certain time.
- If you think that further discussion is unnecessary, move to call the question.
- If you think that the assembly should give further consideration to a motion referred to a committee, move the motion be recalled.
- If you think that the committee should give further consideration to a matter already voted upon, move that it be reconsidered.
- If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.
- If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.

## **TIP:**

*If the committee is in an obvious agreement, the chairperson may save time by stating, "**If there is no objection, we will adopt the motion to...**" Then wait for any objections. Then say, "**Hearing no objections, (state the motion) is adopted.**" And then state any instructions.*

**If a member objects, first ask for debate, then vote and then announce the vote. Ensure every member has an opportunity to speak on the issues before speaking again.**

# PROCEDURE FOR HANDLING A MAIN MOTION

## Obtaining and Assigning the Floor

1. A member raises hand when no one else has the floor
  - The Chair then recognizes member by name.

## How the Motion is Brought Before the Committee

1. The member makes the motion: *I move that (or “to”)*
2. Another member seconds the motion: *I second the motion or I second it or second.*
3. Before the motion is stated by the Chair, members may suggest modification to the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
4. The Chair states the motion: *It is moved and seconded that...Are you ready for the question?*

## Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly.
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the Chair if no one seeks the floor for further debate.

## The Chair puts the motion to a vote

1. The Chair asks: *Are you ready for the question?* If no one claims the floor, the Chair proceeds to take the vote.
2. The Chair says: *All those in favor, say “Aye”.* (Pause for response.) *Those opposed say “Nay”.* (Pause for response.) *Those abstained please say “Aye”.*

## The Chair announces the result of the vote.

1. *The ayes have it, the motion carries, and... (indicating the effect of the vote) or*
2. *The nays have it and the motion fails*

## When Debating your motions:

Listen to the other side, Focus on issues not personalities, avoid questioning motives, be polite.

## NOTE:

*Motions considered by committees must be in alignment with the committee’s vision and mission as established by the Board of Directors.*

# COMMITTEE MEETING

# CONDUCT

## Main Motion

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: *"I move that \_\_\_\_\_"*

## Ammending a Motion

You want to change some of the wording that is being discussed.

- After recognition, *"I move that the motion be amended by adding the following words \_\_\_\_\_."*
- After recognition, *"I move that the motion be amended by striking out the following words \_\_\_\_."*
- After recognition, *"I move that the motion be amended by striking out the following words \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."*

## Lay on the Table

You want to set aside consideration of a motion. May be done to allow more urgent business to come forward, or to consider the motion under more favorable circumstances. The motion must specify that the motion will be considered at a meeting when a majority of the members are present and when the members choose to remove it from the table.

- "I move to table the motion until a future meeting"

To remove from the table requires another motion.

- After recognition, *"I move to remove from the table the motion to..."*

## Postpone Definitely

You want the committee to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "I move to postpone the question until \_\_\_\_\_."

## Previous Question

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "I move to postpone the question."

## Limit Debate

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "I move to limit discussion to two minutes per speaker."

## Postpone Indefinitely

You want to kill a motion that is being discussed.

- After recognition, "I move to postpone the question indefinitely."

# COMMITTEE MEETING CONDUCT

## Recess

You want to take a break for a while

- *After recognition, "I move to recess for ten minutes."*

## Adjournment

You want the meeting to end

- *After recognition, "I move to adjourn."*

## Permission to Withdraw a Motion

You have made a motion and after discussion, are sorry you made it.

- *After recognition, "I ask permission to withdraw my motion."*

## Call for Orders of the Day

At the beginning of the meeting, the agenda was approved. The Chairman is not following the order for the approved agenda.

- *After recognition, "I move the previous question."*

## Point of Personal Privilege

The noise outside the meeting has become so great that you are having trouble hearing.

- *Without recognition, "Point of personal privilege."*
- *Chairman: "State your point."*
- *Member: "There is too much noise, I can't hear."*

## POINT OF ORDER

It is obvious that the meeting is not following proper rules

- *Without recognition, "I rise to a point of order, " or "Point of order."*

## POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as balance in the treasury when expenditures are being discussed.

- *Without recognition, "I rise to a point of order, " or "Point of order."*

## POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- *Without recognition, "Point of parliamentary inquiry."*

## APPEAL FROM THE DECISION OF THE CHAIR

- *Without recognition, "I appeal from the decision of the chair."*





# VIRTUAL COMMITTEE MEETINGS

# ETIQUETTE

## Video

1. We encourage all committee members to participate in meetings with their camera on.

## Audio

1. Be aware of how to mute and unmute your microphone during meetings. When a speaker has the floor we encourage everyone else to mute to avoid background noise.

## Committee Volunteer Conduct

Committee volunteers are expected to join from a suitable, quiet location away from others with a computer that permits full participation in the meeting activities. This will also allow us to maintain any necessary confidentiality during the meeting.

If you do not adhere to all participation requirements you may be removed from your meeting.

## Committee Volunteer Conduct

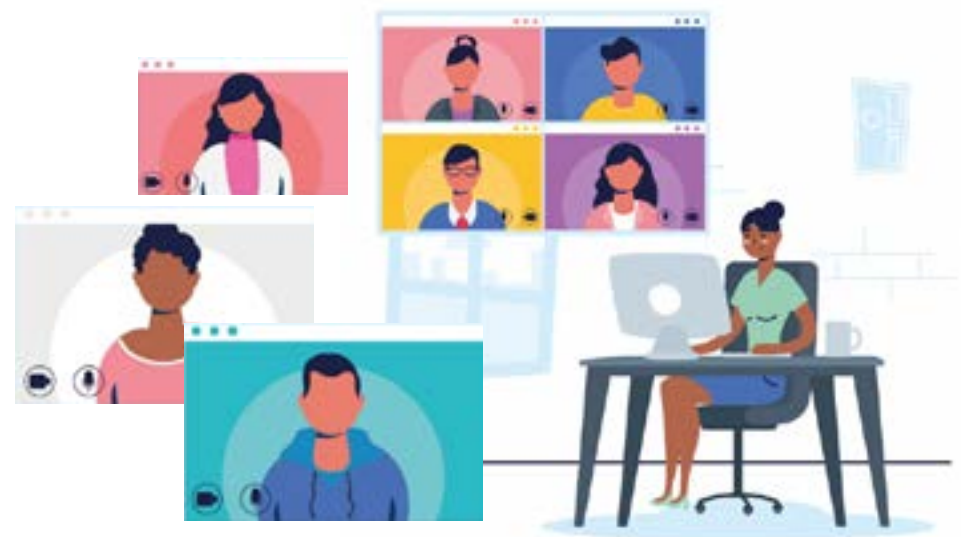
Committee volunteers are expected to treat web-conference committee meetings as if attending meetings at GMAR, which includes behaving professionally, treating others with courtesy and respect, refraining from using profanity or socially offensive language as well as wearing appropriate clothing and avoiding inappropriate surroundings.

Committee volunteers are required to have and use a camera and microphone when attending web-conference meetings unless otherwise specified by the Chair, Vice Chair, or Staff Liaison.

Committee volunteers may not join a meeting while driving or riding in a car. Committee volunteers are expected to join from a suitable, quiet location away from others with a computer that permits full participation in the meeting activities. This will also allow us to maintain any necessary confidentiality during the meeting.

## Publishing or Distributing Meeting Materials

Committee volunteers may not post, publish, sell, or otherwise publicly distribute meeting materials.



## NOTE:

You can download the GMAR guide to ZOOM at [https://gmaronline.com/education/online\\_courses](https://gmaronline.com/education/online_courses)

# GET SOCIAL

WITH GMAR!



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