



District 69: District Operating Procedures Appendix D - Area Council Meeting Guidelines.docx

1. Become familiar with the Club and District Constitution and Bylaws, your Leadership Handbook and the Distinguished Club Program, the Minutes of the last Annual Council Meeting, the appropriate Correspondence file, and the enclosed draft agenda format.
2. It is recommended that you (or your appointed Area Administration Manager) advise the Clubs in your Area and the Division Director in writing at least 28 days prior to the intended Area Council Meeting.
3. Include with the notice:
 - a. An initial agenda format
 - b. A copy of the Minutes of the previous Annual Council Meeting
 - c. Proxy forms for voting delegates
 - d. A request for reports from all the Club Presidents.
4. When all reports, Notices-of-Motions and known discussion items are to hand, prepare sufficient copies of the amended Agenda and Conference Booklet to be placed at reception for all voting delegates.
5. Draft Agenda for mailing to Voting Delegates (It should be received by them at least 28 days prior to the Meeting).
 - a. Area Council Meeting
 - b. Notice is hereby given of the AREA (number) COUNCIL MEETING to be held at (location).
 - c. On (date) at (time)
 - d. Agenda
 - e. Opening (at designated time)
 - f. Sergeant-at-Arms calls meeting to order and introduces Area Director.
 - g. Welcome by Area Director (with introduction of District Officers if present)
 - h. Apologies
 - i. Minutes of Previous Annual Council Meeting and last Council meeting
 - j. Business arising



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- k. Correspondence Inwards/ Outwards
- l. Business arising
- m. Reports by Presidents
- n. Business arising
- o. Area Finance Manager's Report
- p. Business arising
- q. Motions-on-Notice
- r. General Business (This may include any special Business)
- s. Election / Nomination of Area Director for following year
(Note: In District 69, Area Directors are usually appointed)
- t. Close

Note: Club Presidents (or Nominees) are required to provide a written report to the Area Administration Manager for inclusion in the Conference booklet.

6. Appoint a Parliamentarian. This can be someone from your Area/ Division who has knowledge of Business Meeting procedures. This person will sit beside you during the meeting ready to provide guidance and assistance if needed.

7. Appoint a Sergeant-at-Arms to call your meeting to order, this allows you to take over control of the meeting in a professional way. This person can also act as a vote counter if needed.

8. Decide what form the voting slips are to take for voting delegates to show when voting.

9. Check with the Administration Manager regarding the method of handling the Correspondence.

It is recommended that if there is a large file, condensed sections only be quoted by the Administration Manager when presenting them, indicating that if any person wishes to check the full letter or files, they are welcome to do so.

[The Meeting:](#)

1. Indicate to the Sergeant-at-Arms that you are ready to commence the Meeting.



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2. Open the meeting formally by welcoming everyone then proceed immediately to welcome any District Officers present with the highest-ranking leading the list.

3. Establish with your Parliamentarian that you have a Quorum, i.e., a simple majority (more than 50%) of Club Presidents, Vice Presidents Education and Vice Presidents Membership in your Area.

Voting rights are also held by:

- a. Area Director
- b. IP Area Director
- c. Assist AD Program Quality
- d. Assist AD Club Growth
- e. Area Administration Manager

Advice may also be given to the committee by

- a. Division Director and
- b. District Director.

4. Ask the Administration Manager to read out the apologies. Then ask for apologies from the floor, stating that proxies are to be considered apologies.

5. Then follow the Meeting Agenda format.

6. If there is Business arising from Correspondence or the Reports, you may prefer to defer some or all or the matters to General Business in order to keep the meeting flowing.

(Make a note of the various items on your agenda so you won't forget to raise the items later. Referring these items to General Business allows members of Council to think about the matter before it arises later.)

7. If you prepare beforehand, become fully informed on any or all of the issues likely to arise, you will present a competent image and be confident of a successful area conference.