



How to Hold an Effective Chapter Meeting

Prepare for greatness

Benjamin Franklin said “If you fail to plan, you are planning to fail.” Setting an agenda and sticking to it is the first step to success. The general layout of a meeting agenda is listed in the box to the right. Utilize reporting templates (samples linked below) to make officer and committee reports efficient and productive. Send out the agenda in advance of the meeting so all Brothers will know which items are being brought before the chapter.

Start on time

Now that you’ve created your agenda, you’re going to be fully prepared to start on time! It may be difficult to get a routine set at first if your meetings have not historically started on time. Set the expectations that all meetings will begin promptly and then hold all Brothers to this standard.

Utilizing the Ritual

The use of Kappa Psi Ritual for Opening and Closing Chapter Meetings not only reinforces our tradition and history, but allows order to be kept and proper procedure to be followed. Additionally, proper entry and exit procedures of a meeting confirm that only Brothers are able to enter the room as well as keeps proper quorum in the event of a vote. Be sure to use the ritual regularly, if not every meeting, to ensure all Brothers are familiar.

Quorum/Voting

Determining a quorum is sometimes difficult. Unless your local ordinances state otherwise, a quorum is considered one-half (1/2) of the chapter membership that is in good standing. Additionally, depending on your local ordinances, Brothers that are out on rotations may or may not be considered part of the total count for a quorum number. (See UCC Bylaw XIV Sec 1 and Ordinance 14) Make sure that the secretary who calls roll already knows the minimum number needed for a quorum based on the current number of Brothers in good standing in the chapter. It’s also a good idea to determine the number of votes needed for an absolute majority as well as a 2/3 and 3/4 majority, in case those votes come up during the meeting.

Speaking of voting, remember that you don’t have to vote on every decision that is made. Certain items should require a vote, such as those related to membership or spending chapter money (see box). Other decisions, like where formal may be held, what charity should benefit from an upcoming philanthropy event, or the theme of a rush activity, should be left up to the appropriate officer or committee.

Who has the floor?

Brothers who wish to speak must gain recognition from the Regent or chair who is leading the discussion. All discussion must be directed towards that chair, especially when discussion becomes lively or heated. We never want any discussion to turn into a screaming match between Brothers. Ex. “Brother Regent, I respectfully disagree with the statement that was just made and here’s why...”

Record for posterity

Always make sure the Recording Secretary is taking minutes. The Secretary can utilize the agenda as a template for minute-keeping. All officer and committee reports should be included with the minutes. The secretary should then distribute the minutes via listserv or other means for all Brothers to review at their leisure. It may also be beneficial to have Brothers (particularly those absent from the meeting) sign off on their receipt of the minutes so they stay well-informed.

Templates for meeting agendas, minutes, and officer/committee reports can be found [here](#).

Sample Meeting Agenda

- Call to order/Roll call
- Approval of previous minutes
- Officer reports
- Committee Reports
- Old Business
- New Business
- Announcements
- Adjourn

Quorum Example

- # of Brothers in good standing = 76
- # needed to reach Quorum = 38
- # in attendance = 68 (Quorum met!)
- Absolute majority needed = 35 votes
- 2/3 majority needed = 46 votes
- 3/4 majority needed = 51 votes

Items Requiring a Vote

- Votes to Membership require 3/4 vote (Bylaw III Sec. 2.)
- Elections require majority (Bylaw V Sec. 2.)
- Removal of an officer requires 2/3 vote (Bylaw V Sec. 7.)
- Amendments to ordinances requires 2/3 vote (Bylaw XVI Sec. 1.)