Kin
Rules of Order

Avoiding messy meetings



Who is here?

- Please share your name & club
- What is your experience in chairing meetings?

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About me

- Karen Coutts
  - 4-H
  - Student Union
  - Guiding
  - Kin
    - Club, DG, Governor, EWG









Was anyone else a 4-H member?

I chaired my first meeting when I was 12 years old, so if I seem really comfortable at the front of a room, it's because I've literally been doing this for over 40 years. I consider myself very fortunate to have had this level of experience, and I definitely recognize that most people haven't.

The problem with having experience running meetings, and being raised by parents who are very active in the community, is that you never really get out of it – Student government at university, Guider for 10 years, 4-H leader & county council president, and then I went full immersion in Kin.

I've been a member of 3 clubs and visited many others. I've chaired 5 zone conferences, over a dozen district meetings, and I'm currently the chair of the National Education Working Group. A large part of my role with the EWG is training district leaders, including DGs and governors.

What are Kin Rules of Order?

- Simplified format
- Motions
- Interrupting the speaker

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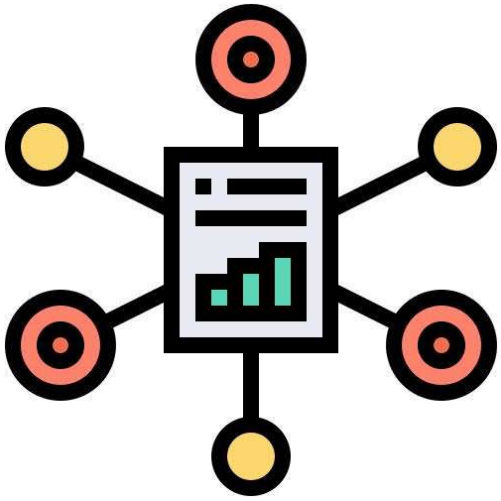
Not Robert's Rules – which is literally a book.

Making motions, speakers for or against, tabling, committee of the whole, amendments

As rule you can't interrupt the speaker, but there are specific instances when you can.

Why use Kin Rules of Order?

- Clubs are incorporated
- Public responsibility
- Internal framework



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For as much as Kin is about fellowship and socializing, your club is incorporated. That makes your general meetings “business” meetings by default.

We raise money from the public, they are allowed to ask questions about how their money is handled – as president, you want to make sure that decisions made by the club are clear and recorded. That’s motions.

Kin rules of order give you a framework that you can use without your club arguing with you…to be honest, they still might (“we’ve never used them before”), but at least there’s something solid and official that you don’t have to create from scratch – you can build on that.

How to learn Kin Rules of Order

- Print copies at the meeting
- Visit a club that uses them effectively
- Have a guest chair come in
- Practice, practice, practice

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Have print copies at the meeting, or include it in your bulletin. They're available for download on iKin, and you have copies here.

Visit another club – we are very fortunate in D1 that most of us have other clubs close enough that we can visit one of their meetings. Hopefully one of them holds structured meetings – ask your DG.

Just because you're president doesn't mean that you have to chair every meeting. It can be the DG, or a seasoned member from another club.

Practice! It doesn't have to be perfect the first time you try it. But a step in the right direction is still a step in the right direction, even if it's small.

Practical Magic

Practical tricks for getting & keeping order at a meeting



Chairing a meeting is a bit like driving a bus: everyone's welcome aboard, but only one person should be steering.

Get order

- Agenda
- Start on time
- Sing O'Canada
- Kin Rules of Order



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Have an agenda, send it out ahead of time

This gives you something solid to pull everyone back to when things start to go off the rails

It gives you a place to put new ideas/topics that come up in discussion

Start on time – get your club used to treating meetings like business.

Sing O'Canada – that's an easy way to pull everyone in if there's a side conversation happening at the bar. You don't need to do all the formalities like the Kin song (although I do recommend doing it occasionally).

Use Kin Rules of Order

Keep order

- Interrupt if necessary
  - Difficult, but useful
- Slow things down
- Use the gavel
- Stand up
- Evil eye



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Interrupt politely but firmly. We're very Canadian, but this is a skill that you need to have as a meeting chair. Be friendly, but don't be afraid to be firm.
Cut in early – the longer someone talks, the harder it is to cut them off.
Useful phrases:
"I'm going to stop you there so we can stay on topic."
"That's important, but let's park it for now." or "That's a good point. Let's add that to the agenda under new business." And then let them see you write it down. People are less resistant when they know their concern has been captured.
Long-winded members: "Can you give us the short version?"
Same person always talking: "I'd like to hear from someone who hasn't spoken yet."
Repetitive comments: "I think we've heard that perspective. Is there anything new to add?"

Slow things down if discussion is getting heated or people are talking in circles "Let's take a moment. I want to make sure everyone is heard." A calm chair often creates a calm room.
Take a break – whether it's for a 5 minute bar break or asking for a motion to table to the next meeting.

Use the gavel – when there are too many side conversations, there's a reason why you have the gavel in your hand. Use it!

Stand up – also really effective to focus attention and stop (or at least quiet down) side conversations. Many clubs also have a policy that all speakers stand when they're recognized by the chair.

A direct stare can also quell side conversations.


HOW DO I GET TO CARNEGIE HALL?
PRACTICE, MAN!
Sig

Any examples?

- Are there any items listed in the KROO handout that you'd like demonstrated?

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Difference between point of order and point of privilege

Committee of the whole

Speaking for or against a motion
- can only speak once
- Call for speakers for or against – if everyone is talking on the same side, call the question

Similar motions – if something is voted down, it can't come back to the club that Kin year

Wrap up

Any final questions?



I'm club president this year. Looking at everything that is listed in the KROO handout, there are still some things that are more formal than I typically use in my club meetings. The larger your club is the more necessary Kin rules of order are. Use your best judgement.