

THE TRIPP-JONES FAMILY

EXECUTIVE COMMITTEE

MEETING GUIDE

Agenda templates, minutes format, Robert's Rules quick reference, and quorum tracking

1. Purpose

This Guide provides the Executive Committee with consistent tools and procedures for conducting productive, orderly, and constitutionally compliant meetings. The Constitution requires the Executive Committee to meet at least quarterly (Article 11, Section 1). This Guide supports those meetings with ready-to-use templates and procedures.

2. Meeting Types

Meeting Type	Description
Quarterly Meeting	Required at minimum four times per year. Set by President in advance. Covers ongoing business, financial updates, and committee reports.
Special Meeting	Called by the President or a majority of Executive Committee members for urgent matters. Must state specific purpose.
Virtual Meeting	Fully valid under Art. 11, Sec. 3. May be conducted by video or telephone conference.
Family Business Meeting	Held at each annual reunion. Presided over by President. Requires quorum of 15 voting members, one per district (Art. 27, Sec. 3).

3. Quorum

A quorum for Executive Committee meetings is a majority of Executive Committee members (Article 11, Section 2). No official business may be conducted without quorum. Use the tracker below at the start of each meeting.

3.1 Quorum Tracker

Officer	Attendance
President	<input type="checkbox"/> Present <input type="checkbox"/> Excused <input type="checkbox"/> Absent
Vice President	<input type="checkbox"/> Present <input type="checkbox"/> Excused <input type="checkbox"/> Absent
Secretary	<input type="checkbox"/> Present <input type="checkbox"/> Excused <input type="checkbox"/> Absent
Treasurer	<input type="checkbox"/> Present <input type="checkbox"/> Excused <input type="checkbox"/> Absent
Parliamentarian	<input type="checkbox"/> Present <input type="checkbox"/> Excused <input type="checkbox"/> Absent
Family Historian	<input type="checkbox"/> Present <input type="checkbox"/> Excused <input type="checkbox"/> Absent
Social Media Officer	<input type="checkbox"/> Present <input type="checkbox"/> Excused <input type="checkbox"/> Absent (if appointed)
Total Present: _____	Quorum Achieved? <input type="checkbox"/> Yes <input type="checkbox"/> No

4. Standard Meeting Agenda Template

The President sets the agenda and distributes it to all members at least 7 days before reunion business meetings (Art. 27, Sec. 2). For regular Executive Committee meetings, best practice is to distribute at least 3 days in advance.

TRIPP-JONES FAMILY — EXECUTIVE COMMITTEE MEETING

Date: _____ Time: _____

Location / Platform: _____

Presiding Officer: _____

Secretary/Recorder: _____

Agenda Item	Notes
1. Call to Order	President calls the meeting to order and confirms quorum.
2. Roll Call / Quorum Check	Secretary records attendance. Confirm quorum is met.
3. Approval of Agenda	Members may move to add or remove items. Vote to adopt.
4. Approval of Prior Minutes	Secretary reads or distributes prior meeting minutes. Vote to approve or correct.
5. Officer Reports	Each officer gives a brief status update (President, Treasurer required; others as needed).
6. Committee Reports	Finance Committee, Election Committee (if active), any ad hoc committees.
7. Old Business	Follow-up on action items from prior meetings.
8. New Business	New motions, proposals, or items raised by members.
9. Announcements	Upcoming dates, events, or family news.

Agenda Item	Notes
10. Adjournment	Motion to adjourn. Vote. Secretary records time of adjournment.

5. Meeting Minutes Template

The Secretary is responsible for recording minutes at every official meeting (Art. 16, Sec. 2). Minutes must be distributed to members promptly after the meeting.

TRIPP-JONES FAMILY — OFFICIAL MEETING MINUTES		
Date: _____	Start Time: _____	End Time: _____
Location / Platform: _____		Type of Meeting: _____
Presiding Officer: _____		Minutes Recorded by: _____

Field	Record Here
Members Present	
Members Excused	
Members Absent	
Quorum Achieved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Meeting Called to Order at	

Officer Reports Summary:

President:

Treasurer:

Secretary:

Other:

Old Business:

New Business:

Motions Log

Motion	Moved By / Seconded By	Result
Motion Text	Made by / Seconded by	Result (Pass / Fail / Tabled)

Action Items

Action	Owner	Due
Action Item	Responsible Officer	Due Date

Action	Owner	Due

Meeting Adjourned at: _____

 Secretary — Printed Name & Signature Date Minutes Distributed: _____

6. Robert's Rules — Quick Reference Card

The Tripp-Jones Family has adopted Robert's Rules of Order as its parliamentary authority (Constitution, Article 36). Use this card during meetings.

6.1 How to Make a Motion

1. Member says: 'I move that [specific action].'
2. Another member says: 'I second the motion.' (Required before debate.)
3. President states the motion to the group.
4. Members debate (each speaker recognized by Chair).
5. President calls for a vote: 'All in favor say Aye. All opposed say Nay.'
6. President announces result: 'The motion carries' or 'The motion fails.'

6.2 Common Motions

Motion Type	How It Works
Main Motion	Introduces new business. Requires second. Debatable. Simple majority to pass.
Amend a Motion	Modify a motion before vote. Requires second. Debatable. Simple majority.
Table a Motion	Postpone action. Requires second. Not debatable. Simple majority.
Call the Question	End debate and vote immediately. Requires second. Not debatable. Two-thirds majority.
Point of Order	Raise a procedural error. No second needed. Not debatable. Chair rules.
Point of Information	Ask a factual question. No second needed. Not debatable.
Motion to Adjourn	End the meeting. Requires second. Not debatable. Simple majority.

6.3 Voting Thresholds

Threshold	When It Applies
Simple majority	More than half of votes cast. Used for most routine motions.
Two-thirds majority	Two-thirds or more of votes cast. Used for ending debate, amendments to Constitution (Art. 34), removal (Bylaws Art. 7).
Three-fourths majority	Required only for dissolution of the organization (Art. 37).

Threshold	When It Applies
Unanimous consent	Required for electronic voting approval (Bylaws Art. 9).

7. Virtual Meeting Guidelines

Virtual meetings are fully valid under Article 11, Section 3. Follow these guidelines to ensure they run smoothly.

- Distribute the agenda and any supporting documents at least 3 days before the meeting.
- Send the meeting link to all Executive Committee members at least 24 hours in advance.
- The President (or designee) serves as host and admits participants.
- All voting follows the same rules as in-person meetings. The President calls for a voice vote or asks members to use the platform's reaction/chat feature for Aye/Nay votes.
- The Secretary records attendance and minutes in real time.
- Members experiencing technical difficulties should notify the Secretary by text or phone and attempt to rejoin. If they cannot, their absence is recorded as excused.