According to Robert’s Rules, a quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the group. A quorum should consist of “as large as can be depended upon for being present at all meetings when the weather is not exceptionally bad.” In other words, at best, a quorum is just an educated guess.

Establishing a quorum

Some groups set a quorum as a percentage of membership, and others use a fixed number. To determine what’s best for your organization, you really need a track record for your group so that you can come up with a number that doesn’t allow too few people to spend all the money in the treasury, or doesn’t call for some number that’s way too high. Unfortunately, most of the time you don’t have a track record to go off of when you’re just getting started. So, proceed with caution, and think about your quorum carefully. Use common sense and be willing to change the quorum frequently as your organization grows.