

Instructions for Structuring Meetings

1. Call to Order

The meeting is called to order by the president, who rises and says, "The meeting will please come to order."

2. Minutes

- a. The minutes of the last meeting are read.
- b. Example: The president says, "The secretary will read the minutes of the last meeting." After the reading, the president asks, "Are there any corrections or additions to these minutes?" "If not, they stand approved as read."
- c. If there are corrections, the president informally directs corrections be made.
- d. "The minutes are approved as corrected."
- a. The secretary signs the minutes, "Respectfully submitted." They may be initialed by the president.

3. Reports of Officers

- a. The president makes announcements by reading the president's report.
- b. The secretary informs the group of any letters that have been received by the group. Each communication should be handled by a main motion before another is read.
- c. The treasurer reports on receipts and expenses paid. These are "received and placed on file." No vote is taken on reports "placed on file."

4. Reports of Committees

- a. The reports of committees are called for by the president.
- b. Standing committees
- c. Special committees (temporary)
- d. Procedure: In each case, the president calls upon the chairperson of the committee to make the report. The report is read.
- e. After this has been done, the president says, "This report will be placed on file. Any action required in this report will be taken care of under the proper order of business."

5. Unfinished Business

- a. This is any business postponed from a previous meeting. Discussion follows the motion and then a vote is taken.

6. New Business

- a. This includes any ideas not presented previously. It is moved and discussed by the members.
 - i. Example: President states, "We are now ready for the new business of the meeting, which includes the decision about the admission fee for the party. Will someone make a motion so that we may discuss the question?"
 - ii. Member says: "I move that the admission fee for the party be fifty cents."
 - iii. Second member: "I second the motion."
 - iv. President: "It has been moved and seconded that the admission fee for the party be fifty cents. Is there any discussion?" Discussion follows. One member calls "Question," which means that the president must ask, "Are you ready for the question?" (Ready to vote.) Or the president acts on personal initiative and, if there are no objections, brings the matter to a vote.

7. The Program of the Meeting

- a. Example: Guest speaker, movie, slide presentation, etc.

8. Adjournment

- a. This happens after a motion to adjourn is made and carried, (or if business is finished). The presiding officer declares the meeting adjourned.