

# Order of Business

1. Call to Order
2. Invocation, Grace
3. Pledge of Allegiance to the Flag of the United States of America
4. President's Welcome, followed by Introductions
5. Roll Call (if desired)
6. Reading and approval of the Minutes (if circulated, may be approved as circulated)
7. Treasurer's Report (place on file)
8. Bills for Approval (to save time, may be presented by Treasurer)
9. Executive Committee and other Officer Reports
10. Special Committee Reports
11. Standing Committee Reports
12. Unfinished Business
13. New Business
14. Program — Presiding Officer (the president) introduces Program Chairman who presents the program
15. Announcements
16. Adjournment

## Call to Order

The Chairman (President) opens the meeting by saying, "The meeting will come to order."

## Invocation, Grace or Inspiration

Invocations are presented prior to the Pledge, inspiration after the Pledge. Invocations are not applauded but inspirations may be. It makes a smooth beginning for the president to ask the members to "rise for the invocation, given by Mrs. \_\_\_\_\_, and to please remain standing for the Pledge of Allegiance, led by Mr. \_\_\_\_\_."

## Pledge of Allegiance

If on the platform, the Flag should be placed to the president's right when you face members. And, while giving the Pledge of Allegiance, you turn right, face the flag and place your right hand over your heart, ungloved.

## Reports

The president, as chairman of the meeting, says the following:

**Secretary's Report:** "The Secretary will read the Minutes." "Are there any corrections to the Minutes?" If there are no corrections (or "no further corrections"), "The minutes are approved" (or "approved as read," or "approved as corrected").

## Treasurer's Report

"May we have the Treasurer's Report?" After the Treasurer's Report, "The Treasurer's Report will be filed."

## Executive Committee Members' Reports, Chairmen's Reports, etc.

"The next business in order will be the report" of the Executive Committee Members (officers), committees, and so on through your agenda.

## Unfinished Business

"The next order of business will be Unfinished Business. [Do not use the term "old business."] This should not be announced unless the minutes show that there is pending business from the previous meeting. If a question was pending when the previous meeting adjourned, the chairman of the meeting (the president) might begin by saying "Under unfinished business, the first item of business is the . . . which was pending when the last meeting adjourned."

## **New Business**

“The next order of business will be New Business.”

## **Motions**

Business is brought before the club by the motion of a member. A motion is a formal proposal by a member in a meeting, that the assembly take certain action.

### **How a motion is brought before the assembly:**

- A member makes the motion, “I move that . . .”
- The president, as the chairman of the meeting, states, “Is there a second?”
- Another member seconds the motion: “I second the motion.” If there is no second, the president states, “The motion is not seconded. The next item of business is . . .” [No second is need if this is a recommendation from a committee.]
- The president states the exact motion and indicates that it is open for debate. “It has been moved and seconded that ... Is there debate?” The president then turns to the maker of the motion to see if he/she wishes to be assigned the floor.
- After debate, the president puts the question: “Are you ready for the question? The question is that . . . All those in favor, please say ‘Aye.’ Opposed ‘No.’ The ‘Ayes’ have it and the motion is carried.” [Or “The noes have it and the motion is lost.”]

It is not difficult to learn how to state and put questions and to learn the order of precedence of the various motions . . . which motions are debatable, those that cannot be amended and those that require a 2/3 standing vote. It will give you poise and confidence to know that you are saying the correct thing and using the correct patter — and members expect that from you, as president.