

A fixed agenda,

or order of business, is generally followed by organizations that use parliamentary procedure. Here's a typical example:

1. Call to order

If a quorum* is present, the chair (the person conducting the meeting) says, "The meeting will come to order."

2. Minutes

The secretary reads a record of the previous meeting.

3. Officers' reports

Officers and standing (permanent) committees may report on their activities. Some only report at annual meetings.

4. Reports of special committees

Special (temporary) committees report on the tasks for which they were created.

Treasurer's Rpt gets first

5. Special orders

This is important business previously designated for consideration at this meeting.

6. Unfinished business

This is business that has come over from the previous meeting.

7. New business

New topics are introduced.

8. Announcements

These inform the assembly (the people at the meeting) of other subjects and events.

9. Adjournment

The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was set by an earlier vote).

*A quorum is the number or percentage of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.

Note: Some assemblies may hold electronic meetings, such as videoconferences or teleconferences. These assemblies may need to modify some rules for obtaining the floor, but they should still follow the other rules of parliamentary procedure.

How do members get their say?

They make motions. A motion is a proposal that the assembly take a stand or take action on some issue. Members have a right to:

Present motions

(make a proposal)

"I move that..."



Second motions

(express support for discussion of another member's motion)

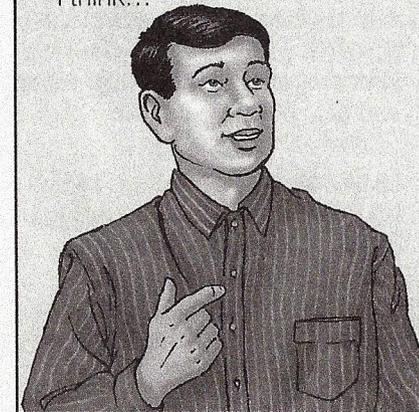
"Second."



Debate motions

(give opinions on the motion)

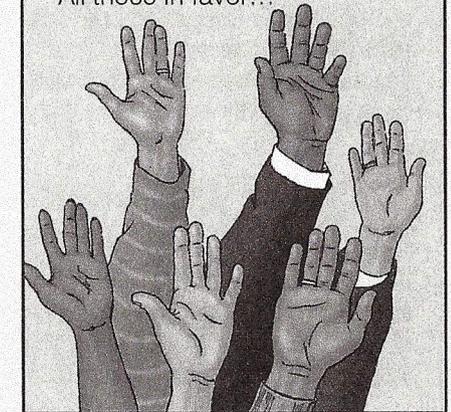
"I think..."



Vote on motions

(make a decision).

"All those in favor..."



Main Motion script

WE HAVE A MOTION, MADE BY: _____ . DO WE HAVE A SECOND? Yes

IT IS MOVED AND SECONDED THAT WE

IS THERE DEBATE?

HEARING NONE OR Let debate happen for a few minutes.

THAN STATE: WE HAVE A MOTION ON THE FLOOR. RESTATE the MOTION.

THEN say

ALL THOSE IN FAVOR SAY AYE, ALL THOSE OPPOSE SAY NO.

THE _____ HAVE IT. THE MOTION CARRIES or IS DEFEATED.