

AIDS FOR LEADING A MEETING

Order of Business

Call to Order

Opening Ceremonies (Welcome;
Invocation; Pledge)

Minutes of the Previous Meeting
(Motion to approve is optional – can stand
approved as read/printed)

Reports of Officers

Correspondence

Treasurer's Report

Executive Committee Report

Reports of Standing and Special
Committees

Unfinished Business

New Business

Announcements (May include program)

Adjournment

Methods for Voting

Voice vote

Show of hands

Rising and counting

Unanimous (General) Consent

Ballot

Roll call

Motions

The 3 steps normally used to bring a motion
before the assembly are:

1. A member makes the motion by saying: "I *move* that...."
2. Another member *seconds* the motion.
3. The chair *states the question on the motion*.
(Read the entire motion.)

This means that the motion is now before the group and ready for discussion/questions/amendments.

Resources: Robert's Rule of Order, Newly Revised (11th Edition) and The Delta Kappa Gamma Parliamentarian Study Guide