

# MEETING PROTOCOL

The President/Committee Chairman/Presiding Officer sets an example for the assembly in fairness, courtesy and operation under rules.

Proper Procedure is based on:

1. courtesy to all
2. one item at a time
3. majority rule with respect for the right of the minority
4. consideration for the rights of individual members, absentees, and the organization as a whole
5. partiality for none and justice for all

Standard Order of a Meeting

1. Call to order (not considered an order of business)
2. Invocation and /or a patriotic ceremony or other ritual
3. Business
  - a. Reading and approval of minutes
  - b. Reports of officers and boards
  - c. Reports of standing committees
  - d. Reports of special committees
  - e. Unfinished business
  - f. New business
4. Announcements, programs and adjournment

A Committee

1. acts validly if decisions are agreed to by a majority vote at a properly called meeting
2. may validly act without a meeting if what it decides is agreed to by a majority of the committee members
3. the chairman has the right to make and debate motions; he or she is usually the most active participant in the discussion and work of the committee
4. motions to close or limit debate are not allowed
5. an informal procedure is followed in a committee
6. cannot adopt rules of its own
7. a standing committee can originate recommendations and motions concerning subjects within its area of responsibility
8. conveys its views to the assembly by means of a report which can include:
  - a. a description of the way in which the committee undertook its charge;
  - b. the facts uncovered or information obtained;
  - c. the committee's findings or conclusions; and
  - d. resolutions or recommendations.

Motions:

To make a motion, first be recognized by the presiding officer, then say "I move that ...."

The presiding officer asks for a second. After the motion is seconded, the presiding officer repeats the motion to place it on the floor for debate. Then and only then may members debate the motion.

All this information is available in Robert's Rules of Order Newly Revised, 10<sup>th</sup> Edition.