

### ORDER OF BUSINESS AND AGENDA

AN ORDER OF BUSINESS IS A BLUE PRINT FOR MEETINGS. IT LISTS THE DIFFERENT DIVISIONS OF BUSINESS IN THE ORDER IN WHICH EACH WILL BE CALLED FOR. IT IS A SYSTEMATIC PLAN FOR ORDERLY CONDUCT OF BUSINESS.

IF THE BYLAWS DO NOT SPECIFY AN ORDER OF BUSINESS, PARLIAMENTARY LAW PROVIDES A PATTERN THAT SHOULD BE FOLLOWED.

CALL TO ORDER- RING THE GAVEL ONCE PRESIDING OFFICER SAYS THIS MEETING WILL NOW COME TO ORDER.

OPENING CEREMONIES – WELCOME – INVOCATION (COLLECT ) PLEDGE OF ALLEGIANCE.

IF A QUORUM IS PRESENT – THE PRESIDING OFFICERS SAYS A QUORUM IS PRESENT FOR THIS MEETING.

A QUORUM PERCENTAGE OR NUMBER IS USUALLY LISTED IN THE ORGANIZATIONS BYLAWS. IF THERE SHOULD NOT BE A QUORUM – ANY BUSINESS TRANSACTED IS NULL AND VOID THE PROHIBITION AGAINST TRANSACTING BUSINESS IN THE ABSENCE OF A QUORUM CANNOT BE WAIVED EVEN BY UNANIMOUS CONSENT.

CALL UPON THE SECRETARY TO READ THE MINUTES OF THE PREVIOUS MEETING.

PRESIDING OFFICER ASKS IF THERE ANY CORRECTIONS TO THE MINUTES – IF NONE-THEN SAY THE MINUTES STAND APPROVED AS READ – IF THERE IS A CORRECTION- ASK SECRETARY TO MAKE CORRECTION AND THEN SAY MINUTES STAND APPROVED AS CORRECTED..

IF MINUTES HAVE BEEN PREVIOUSLY DISTRIBUTED EITHER BY PRINTING IN THE NEWSLETTER OR WERE MAILED – THEN MINUTES NEED NOT BE READ AT THIS MEETING. IF SO, PRESIDING OFFICER SAYS THE MINUTES OF THE LAST MEETING WERE PRINTED IN THE \_\_\_\_\_ OR WERE MAILED – THEN ASK ARE THERE ANY CORRECTIONS – EITHER HEARING NONE MINUTES STAND APPROVED AS PRINTED OR DISTRIBUTED OR MINUTES STAND APPROVED AS CORRECTED.

### REPORT OF OFFICERS , BOARD AND STANDING COMMITTEES

ASK THE SECRETARY TO READ CORRESPONDENCE – ALL CORRESPONDENCE MAY BE PRESENTED – NO ANNOUNCEMENTS – ON CORRESPONDENCE REQUIRING ACTION, THIS IS PRESENTED UNDER NEW BUSINESS.

ASK THE TREASURER TO GIVE REPORT AFTER IT IS READ – ASK IF THERE ARE ANY QUESTIONS? IF THERE IS A QUESTION, TREASURER WILL ANSWER – IF NONE PRESIDING OFFICER SAYS THE REPORT WILL BE FILED FOR AUDIT.

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CALL ON OTHER OFFICERS IF THEY HAVE A REPORT  
CALL ON STANDING COMMITTEES AND SPECIAL COMMITTEES TO GIVE REPORTS IF ANY.

UNFINISHED BUSINESS

PRESIDING OFFICER SHOULD NOT ASK " IS THERE ANY UNFINISHED BUSINESS" THE  
PRESIDING OFFICER SHOULD KNOW IF THERE IS ANY UNFINISHED BUSINESS.  
IN THE EVENT THERE IS "UNFINISHED BUSINESS" THE PRESIDING OFFICER WOULD SAY  
"UNDER UNFINISHED BUSINESS, THE FIRST ITEM OF BUSINESS IS \_\_\_\_\_  
OR THE NEXT BUSINESS IN ORDER IS \_\_\_\_\_."  
THIS COVERS BUSINESS POSTPONED FROM PRIOR MEETING , NOT COMPLETED AT  
PRIOR MEETING.

NEW BUSINESS

THE PRESIDING OFFICER ASKS " IS THERE ANY NEW BUSINESS?" AFTER ANY ACTION  
TAKEN, ASK AGAIN "IS THERE ANY FURTHER NEW BUSINESS?"

ANNOUNCEMENTS

PROGRAM

ADJOURNMENT

PRESIDING OFFICER ASKS "IS THERE ANY FURTHER BUSINESS ?  
A MOTION MAY BE MADE TO ADJOURN OR THE PRESIDING OFFICER MAY SAY  
"IS THERE ANY FURTHER BUSINESS TO COME BEFORE THIS MEETING" IF NONE  
THEN PRESIDING OFFICER MAY SAY " THERE IS NO FURTHER BUSINESS AND THE MEETING  
IS ADJOURNED.

GENERAL INFORMATION

START MEETING ON TIME - BE SURE QUORUM IS PRESENT  
WHEN MAKING INTRODUCTIONS – PRESENT AN INDIVIDUAL KNOWN TO THE MEMBERS  
INTRODUCE AN INDIVIDUAL NOT KNOWN TO THE MEMBERS.  
TIME CAN BE SAVED IN THE MEETING BY THE PRESIDING OFFICER CALLING ONLY ON THOSE  
OFFICERS OR COMMITTEES WHO HAVE A REPORT TO MAKE.