

Parliamentary Procedures



Usual Order of Business:

1. Call to Order
(After determining that a quorum is present, rise and rap the gavel once.) The meeting will come to order.
We will open our meeting with:
 - a. Meditation
 - b. Pledge of Allegiance to the Flag of the United States of America
2. Reading and Approval of Minutes
The Secretary will read the Minutes of the previous meeting.
Are there any corrections to the Minutes? (Pause for corrections.) There being no corrections, the Minutes are approved as read.
(Should there be a correction, the Chair would say: The Secretary will please make the correction. Are there any other corrections? The Minutes are approved as corrected.)
3. Reports of Officers
The next order of business is:
 - a. Correspondence
 - b. The Treasurer will now report. Are there any questions on this report? The report will be filed.
4. Reports from Executive Committee
The next order of business is hearing reports of the Executive Committee.
5. Reports from Executive Board
Report of all action taken by the Executive Committee is presented to the board and any recommendations are also presented at this meeting.
6. Reports of Standing Committees
Standing Committees will now report. The Chair recognizes____, ____ Committee Chairman.
(List, prior to the meeting, the committees known to have reports and call on them.)
Does any other Standing Committee wish to report?
7. Reports of Special Committees
The next order of business is hearing reports of Special Committees:
 - a. The Committee on _____ will report.
8. Unfinished Business
The next order of business is Unfinished Business:
 - a. Under this head we have the consideration of _____.(Do not announce if Unfinished Business does not exist.)
9. New Business
The next order of business is New Business:
 - a. Recommendations coming from the Executive Board can be acted upon under New Business under Reports from Executive Board.
 - b. Has the Corresponding Secretary any communications requiring action?
 - c. Is there any further New Business?(This is the time when main motions and new business should be transacted. Members should RISE, ADDRESS THE CHAIR, and AWAIT RECOGNITION, before speaking or making a motion.)
10. Announcements
11. Program
The Program Committee will now present the program.
(The Chair might say that the program will be presented at this time by the Program Chairman, Mrs._____.)
NEVER SAY: I will turn the meeting over to the Program Chairman (or any other person.)
(At the close of the program, the one who presented the program says, Mr./Mrs. President, this concludes the program.)
12. Adjournment
Is there any further business to come before the association?(Pause) If not, the meeting is adjourned.