

GOOD MEETING BASICS

PARLIAMENTARY PRINCIPLES

1. Majority rule
2. Respect minority rights
3. discuss one subject at a time
4. Courtesy and respect for all
5. Be impartial
6. Follow "Golden Rule"

SIX STEPS IN A MAIN MOTION

1. Recognized member says: I MOVE THAT
2. One or many call out: SECOND
3. Chair restates motion
4. Debate of motion by members
5. Chair "puts the question," or takes the vote
6. Chair announces results of vote and consequences

WORDS AND PHRASES CHAIR USES DURING MEETING

1. The meeting will come to order.
2. May we have the Secretary's report - are there any corrections to the report? Hearing none, the report is APPROVED AS READ, or APPROVED AS CORRECTED.
3. May we have the financial statement from the Treasurer. Are there any questions of the Treasurer regarding the report? The financial report is FILED FOR FUTURE AUDIT.
4. Are there any officer or committee reports?
5. Is there unfinished business?
6. Is there new business?

NOTE: It is important for the Chair to be very clear and speak up so all can hear.

WORDS AND PHRASES FOR HANDLING A MAIN MOTION

Usually "main motions" are presented during new business -

1. Is there any new business
2. It has been moved and seconded that we--- (see step 3, SIX STEPS IN A MAIN MOTION)
3. Is there any debate? (Alternate between for and against. The maker of the motion speaks first.)
4. Are you ready to vote? Lead the vote by saying: ALL THOSE IN FAVOR OF THE MOTION SAY AYE, ALL THOSE OPPOSED SAY NO. Always be sure to take the negative vote. (See step 5, SIX STEPS IN A MAIN MOTION.)
5. The ayes have it. We will ---. Or, the no's have it, we will not ---. (See step 6, SIX STEPS IN A MIAN MOTION.)

AGENDA

CALL TO ORDER
OPENING CEREMONY
INTRODUCTIONS
ADOPT AGENDA
SECRETARY'S REPORT
FINANCIAL STATEMENT
OFFICER/COMMITTEE REPORTS

UNFINISHED BUSINESS
NEW BUSINESS
ANNOUNCEMENTS
BREAK
PROGRAM
ADJOURN

METHODS OF VOTING

CONSENT
VOICE VOTE
VISUAL
COUNTED VOTE
BALLOT VOTE
ROLL CALL