

Order of Business for Running a Meeting

The Chair and a Sample Order of Business

Call to Order

The presiding officer, after determining that a quorum is present, rises, waits or signals for quiet, and says, “The meeting will come to order.”

Opening Ceremonies (religious, patriotic, ritualistic, etc. — optional)

“Please rise and remain standing for the invocation, which will be given by..., and the Pledge of Allegiance to the Flag of the United States of America*, which will be led by...” (If given, the invocation, the national anthem, and the Pledge of Allegiance to the Flag of the United States of America are given in that order.)

Roll Call (if customary)

“The Secretary will call the roll of officers (or “will call the roll”).”

Reading and Approval of Minutes

“The Secretary will read the minutes.” (The presiding officer sits down.) Except in the smallest of meetings, the secretary stands to read the minutes. “Are there any corrections to the minutes?” (Pause)

“If there are no corrections, the minutes stand (or “are”) approved as read.” With corrections: “If there is no objection, the Secretary will make the correction(s).... If there are no further corrections, the minutes stand (or “are”) approved as corrected.”

Reports of Officers, Boards, and Standing Committees

“The next item of business is hearing reports of the officers, boards, and standing committees.” Officers and standing committees are called on in the order they are listed in the bylaws. The chair usually calls on only those who have reports to make.

In calling on the secretary: “Is there any correspondence?”

In calling on the treasurer: “May we have the Treasurer’s report.”

A treasurer’s report is never adopted. An auditor’s report, usually made annually, is adopted.

“The question is on the adoption of the Auditor’s report. Those in favor of the motion, say *Aye*. Those opposed say *No*. The *ayes* have it and the Auditor’s report is adopted.”

An officer should not move the implementation of a recommendation in his report; another member can make such a motion following the officer's report.

The secretary or other reporting member of a board and the chairman or other reporting member of a committee, "by direction of " (or "on the behalf of ") the board (or "the committee")," moves the adoption of the necessary motion to implement any recommendations the board or committee makes.

A motion arising out of an officer's, board's, or committee's report is taken up immediately.

Reports of Special Committees (announced only if there are such committees prepared or instructed to report)

"The next item of business is hearing reports of special committees. The committee appointed to... will now report."

Special committees are called on in the order in which they were appointed.

The reporting member (usually the chairman), "by direction of " (or "on behalf of ") the committee," moves the adoption of motions or resolutions in the report.

Special Orders (announced only if there are such items)

Unfinished special orders from the previous meeting and items made special orders for this meeting and not set for specific hours are taken up under this heading.

Matters set by the bylaws for a particular meeting may be taken up.

"The next item of business is the consideration of special orders. At the previous meeting, the motion relating to...was postponed to this meeting and made a special order. The question is on the motion that...Are you ready for the question?"

"The Secretary will read from the bylaws Article _____ Section _____ concerning the election of a Nominating Committee."

Unfinished Business and General Orders (announced only if there are such items)

Any questions previously introduced and not finished or any postponed to the present meeting are under this heading.

"Under *Unfinished Business and General Orders*, the first item of business is the motion relating to... that was pending when the previous meeting adjourned. The question is on the adoption of the motion that...Are you ready for the question?"

"The next item of business is the motion relating to...that was postponed to this meeting. The question is on the adoption of the motion that...Are you ready for the question?"

New Business

“Is there any new business?”

“Is there any further new business?”

Announcements

“The chair has the following announcements...Are there other announcements?”

Program

The chair does not “turn the meeting over” but announces “The Program Committee will now present the program” or “...will introduce our speaker.”

Adjournment

“Is there any further business? (Pause) Since there is no further business, the meeting is adjourned.” (or)

“A motion to adjourn is in order.” In announcing an affirmative vote: “The ayes seem to have it. (Pause) The ayes have it and the meeting is adjourned.” (A single rap of the gavel may be used.)

Taken from Go-To-Guide for Chapter Members: Handbook of the Delta Gamma Society International, 2015.

If you want the PDF of the entire Guide-To-Go, please contact me at elaine.hendrickson@gmail.com