

Transaction of Business

An effective leader approaches every meeting with a definite agenda. To expedite business this agenda must be followed. The agenda approved by the National Association of Parliamentarians given below may be useful.

After adoption of the agenda, the Order of Business may be changed by a motion to suspend the rules. Such a motion requires a second and a two-thirds vote.

Sample Order of Business

1. **Call to Order:** The chair calls the meeting to order with a firm rap of the gavel with the statement, "The meeting will come to order."
2. **Opening Ceremonies:** i.e., music, inspiration, etc.
3. **Rules of Order:** The chair asks the parliamentarian to present the rules of order for the day. The rules should be adopted by general consent or by a motion which is seconded and which receives a majority vote of approval.
4. **Introduction of Guests:** Guests may be introduced here or later.
5. **Adoption of the agenda**
6. **Roll Call:** If a roll call is required, it is taken by the secretary.
7. **Minutes:** If the minutes have been distributed previously, the secretary does not read them. Neither are they read if they have been approved by a committee assigned to do so. The chair declares the minutes approved. If there are corrections, these are acted upon by general consent, or by motion. Such a motion must be seconded and requires a majority vote for approval. When approved the chair declares the minutes approved as corrected.
8. **Correspondence:** Correspondence is read by the secretary. If action is required, it may be taken at once or delayed for new business.
9. **Report of the Treasurer:** The treasurer makes the report and the chair asks if there are any questions, if not, the chair states that the report will be filed. When an audit or annual review is necessary, a report must be adopted by the assembly. (Refer to chapter rules)
10. **Reports of Officers:** If the executive committee reports as a group, the secretary reads a summary of actions. She does not read the minutes of the group. If recommendations are made, the secretary moves their adoption or they may be deferred to new business.
11. **Standing Committees:** Committee chairmen make their reports in the order in which they are listed in the Bylaws. The report may be made by a substitute approved by the president.
12. **Special Committees:** The same rules apply as for standing committees.