

Procedure for Order of Business¹

The following procedure for an order of business is suggested.

1. Call to Order

Presiding officer raps the gavel once and announces, "The meeting will come to order."

2. Opening Ceremonies (optional)

3. Roll Call (usually only necessary to establish a quorum and is optional)

4. Reading and Approval of the Minutes

Chair: "The Secretary will read the minutes"; following the reading, the Chair will ask, "Are there any corrections to the minutes?" (Additions and omissions are corrections, therefore not used in this question.) If there are none, the Chair says, "The minutes stand approved as read." If there are corrections, they are usually made by general consent and the Chair says, "The minutes stand approved as corrected."

5. Reports of Officers, Boards and Committees

Chair: "The Treasurer will now report." Following the report, the Chair will ask, "Are there any questions on the Treasurer's Report?" If there are no questions, the Chair says, "The report will be filed for audit." (A Treasurer's Report is never adopted.)

Officers who have reports will be called on in proper order. The presiding officer should know in advance who is prepared to report.

6. The Board or Executive Committee may be empowered to transact business.

The action taken is read by the Secretary for information as a Report of the Board. If the Report carries a recommendation, action may be taken at the time of the Report or under New Business.

7. Standing Committees are usually called upon in the order in which they are listed. The Chair should know in advance who is prepared to report. If the Report is for information only, no action is taken; if the report brings a recommendation, action may be taken at this time or under New Business. Action on the report is moved by the reporting member.

8. Special Committees are usually called on in the order in which they were appointed. If the Report is given for information, no action is taken; if the Report brings a recommendation, the reporting member may bring the recommendation for action at this point or under New Business.

9. Unfinished Business is business postponed or referred by motion or left unfinished from the previous meeting as recorded in the minutes (not referred to as "old business").

10. New Business may be introduced by the Chair or by any member. The Chair will ask, "Is there any new business?" at which time there is an opportunity to bring new items of business by motion or resolution.

11. Program (If there is a planned program, the schedule should be optional.)

12. Announcements

13. Adjournment – The Chair asks, "Is there any further business to come before the assembly?" If the Chair hears none, the Chair may declare the meeting adjourned; however, a motion may be made to adjourn the meeting, requiring a second to the motion and a majority vote. The meeting is not adjourned until the Chair declares it adjourned.

¹ Taken from MP350 Simplified Handbook of Parliamentary Procedure