

MEETING PROCEDURE MADE EASY

Chairman's Typical Agenda and 'cheat sheet'

1. Quorum

Establish that there is a quorum present, being a majority of the **active** members of the Club.

2. Apologies for Non Attendance

- a. Motion - "That the apologies be accepted."
- b. Secunder
- c. Discussion
- d. Vote by members

Advance apologies for non-attendance at the next meeting. (This is merely used as a convenient method or time of tendering apologies and thus no motion should be taken for acceptance.)

3. Minutes Of Previous Meeting

- a. Motion - "That the minutes be confirmed."
- b. Secunder
- c. Amendments or alterations to minutes as read
- d. Vote by members

Business arising from minutes. It is important that the Chairman is familiar with any matter, which may arise.

4. Correspondence Inwards

- a. Motion - "That the correspondence be received."
- b. Secunder
- c. Vote by members

Discussion is not necessary, except possibly an amendment not to receive a particular item.

Business arising from the correspondence. This can include a motion proposing some action as a result of a letter.

5. Correspondence Outwards

No motion is normally required, although if it is desired to approve the sending of letters then the appropriate motion is "That the correspondence be endorsed".

6. Reports

Before the meeting, ascertain which Officers will present reports and call upon them accordingly, e.g. President, Vice President Education, Vice President Membership, Vice President Public Relations, Treasurer, Secretary, Sgt. at Arms.

Unless just making an announcement about a future happening, each Officer should conclude their report with a motion "That the report be received (or adopted)" as appropriate.

- a. Motion - as above
- b. Secunder
- c. Discussion on content of report
- d. Vote by members

7. General Business

While it is preferable for motions and amendments to be submitted in writing to the Chairman, this is not essential. Motions may be accepted directly from a speaker.

Note. The following is the method of obtaining a decision on a motion:

CHAIRMAN: I will now put the motion "That....."

"All those in favour say Aye"

Those against say No"

"I believe the Ayes/Nos have it (*Pause in case someone disagrees and requests a show of hands*) and I declare the motion/amendment carried/lost."