

The Order of the Meeting

Referenced to: Roberts Rules of Order
Simplified and Applied, 2nd edition

Call to Order	
Opening Ceremonies	p. 18 - top
Such as pledge of allegiance, thought of the day,	
Roll Call and establishment of Quorum	
Adopt agenda – by majority vote. After adopted it takes 2/3 vote to change.	
Read and approve minutes – no vote required – ask for corrections, state approved as	p.24
Written/read and filed with the Secretary	
Consent agenda – have a numbered list of items on the agenda such as reports	p.19
ask if any member wants to extract an item from the consent agenda –	
no second or vote needed to extract something	
Reports of officers – no approval is required – Pres. says “report is filed”	p.25
Reports of standing committees as listed in the bylaws	
Type one report = informational	
Type two report = recommendation of action –include motion at end	p. 27
Reports of special committees	
Special orders – special business requested to come up before unfinished business	p.15
Or happens once a year such as nominations or elections	
Unfinished business – in the following order	p. 16 bottom
Motion under discussion at time that previous meeting adjourned	
Item on previous agenda but did not have time to take it up	
Item postponed to previous agenda but did not have time to take it up	
General orders – items postponed to present meeting	
New business – items not discussed before or items defeated at a past meeting	
Announcements or For the Good of the order	
Adjournment- may or may not need a vote - members can move to adjourn at any	p.29 & 30
Time, needs second and no debate-immediate vote or pres can ask for further	
Business and when there is none call it adjourned	