

Handout 3

AGENDA DEVELOPMENT

RONR, 11th Edition, pages 351-375

1. CALL TO ORDER

The president/chair:

- Starts on time.
- Verifies quorum.
- Calls the meeting to order.
 - Raps once with gavel and says: “The meeting will come to order.”
 - Waits quietly for order.

2. OPENING CEREMONIES (optional)

May consist of invocation, flag ceremony, inspirational thought, etc.

3. INTRODUCTION OF GUESTS (optional)

The chair introduces guests, beginning with most important to least important, or as the custom of the group directs.

4. ROLL CALL (optional)

This agenda item is rarely used. Some groups have a roll call of officers. The secretary calls the roll, and it is recorded in the minutes. Sign-in sheets are acceptable.

5. READING AND APPROVAL OF THE MINUTES

- The secretary reads the minutes, and they are approved by general consent, the motion being assumed by the chair.
- Other options may be discussed.

6. REPORTS OF OFFICERS

In most groups it is customary to hear reports from all officers only at the annual meeting.

- Correspondence (Report of the Secretary)
 - The secretary, first reads from who the letter was received, and then summarizes the information when possible. Any action required is taken immediately.
- Treasurer’s Report
 - At regular meetings, this report is very brief. After questions, it is filed.
 - At an annual meeting, this report is very detailed. Only the auditor’s report is adopted.

Follow with any other officers that have reports.

7. REPORT OF BOARD

This report is not the minutes of the board meeting, but, rather, it is a report for information only. The report contains all action taken by the board. If recommendations are included, the secretary (or, by custom, someone else) makes the motions to implement, and action is taken immediately.

8. REPORTS OF STANDING COMMITTEES

These reports are made in the order listed in the bylaws. The chair calls on only those with reports to make. If recommendations are included, the chairman or reporting member makes the motion(s) to implement and any action is taken immediately.

9. REPORTS OF SPECIAL COMMITTEES

The reports of these committees are called upon in the order in which they were appointed, and only those prepared or required to report are called upon. Recommendations are handled in the same manner as in item 8 above. If a committee makes its final report, its work is completed, and it goes out of existence automatically.

10. SPECIAL ORDERS

Motions made “a special order” by a 2/3s vote at an earlier time, are taken up at this point. Also, matters required by the bylaws to be taken up at a specific meeting are in order at this time (election of nominating committee, election of officers, etc.).

Order of consideration: Unfinished *special orders*
 Items made *special orders* for this meeting
 Items required by the bylaws
 Special order laid on the table

11. UNFINISHED BUSINESS AND GENERAL ORDERS

The chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if group meets at least quarterly).

Order of consideration: Motion pending when adjourned
 Items not considered because of adjournment
 Unreached postponement or other general orders
 Postponed or other general orders

12. NEW BUSINESS

The chair calls for new business. This point on the agenda is the member’s opportunity to bring before the group items in which they are interested (within the scope of the group). A main motion is used to introduce items of business.

13. PROGRAM (optional)

The chair calls upon the program officer/chairman, who introduces the program. The chair does not turn the meeting over to this officer/chairman. The chair remains in control of the meeting from “call to order” to “adjourn”.

14. ANNOUNCEMENTS (optional)

It is usually best if the chair makes all announcements.

15. ADJOURNMENT

- The chair asks: “Is there further business to come before the assembly?”
 - If there is, it is handled.
 - If not, the chair says: “There being no further business to come before the assembly, the meeting is adjourned.”
- The chair does not need to call for a motion to adjourn. He simply declares the meeting adjourned when there is no further business.