

**\*Call the Meeting to Order** - tap gavel twice.

**\*Pledges**

**\*Roll Call**

**\*Minutes** -Are there corrections or additions? If not they stand approved as read.

**\*Treasurers Report** - We will now hear the Treasurers report. Are there any questions? If not the report is accepted as presented.

**\*Reports (committees, project leaders, etc.)**

**\*Old Business** - We shall now proceed to unfinished business. When items on the agenda are finished, ask "Is there is any other unfinished business? If not, we will proceed to new business."

**\*New Business** - We will now proceed to new business. Explain items on the agenda. When finished ask if there is any other new business.

**Conducting Old or New Business:**  
 Proper motions begin with "I move..."  
 President: "Is there a second?"  
 Member 2: "I second the motion."  
 President: "It has been moved and seconded that we (repeat motion)." "Is there any discussion."  
 After discussion: "Is there any further discussion? Seeing none we will vote. All those in favor of (repeat the motion) please stand. All those opposed please stand. President announces the result of the vote and what it means for the club, and taps the gavel once.

**\*Program** - "If there is no more business, I will turn the meeting over the Vice-President for the program."

**\*Call the meeting back to order** - "Are there any announcements?"

**\*Motion to Adjourn:** "Is there a motion to adjourn?" Get a motion and a second, there is no discussion, so proceed to vote: "It has been moved and seconded that we adjourn. All in favor please stand. All opposed please stand." After the vote, give the results, and tap the gavel one time.

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#### Process for doing Business

- A member should stand to make a motion.
- A member should be called on before making a motion.
- The motion is stated: "I move that..."
- The motion must be seconded.
- Restate the motion after it is made.
- Ask for discussion.
- After discussion, a vote is taken.
- Only one motion on the floor at a time except for amendments to the original motion.

#### Four Ways to Vote

- By voice. In favor say "Aye", Opposed say "Nay"
- By standing
- By raising hands
- By secret ballot (recommended for elections and sensitive items of business.

#### To Amend a Motion

If a member wants to change a motion after it has been made and seconded, then they must make a motion to amend the original motion. A motion may be amended by:

- Inserting or adding a word or phrase.
- Taking out a word or phrase.
- By substituting a word, phrase, or entire statement.

A motion to amend must be seconded. Then the amendment is discussed, and voted on before further discussion on the original motion. After discussion, the amendment is voted on. If it passes the original motion is changed and discussion continues on the changed motion. If the amendment fails, the original motion stays the same as it was, and discussion continues.



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