

Organizations using parliamentary procedure usually follow a fixed

AGENDA.

Here's a typical example



I. CALL TO ORDER

The chairperson says,
"The meeting will please
come to order."

II. ROLL CALL

Members say "present" as
their names are called.

III. MINUTES

The secretary reads a record
of the last meeting.

IV. OFFICERS' REPORTS

Often limited to a report from
treasurer, but others may
report at this time.

V. COMMITTEE REPORTS

First come reports from
"standing," or permanent
committees; then from
"ad hoc," or special
committees.

VI. SPECIAL ORDERS

Important business
previously designated for
consideration at this meeting.

VII. UNFINISHED BUSINESS

Business left over from
previous meetings.

VIII. NEW BUSINESS

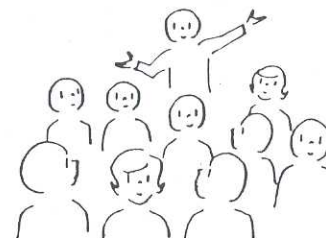
Introduction of new topics.

IX. ANNOUNCEMENTS

Informing the assembly of
other subjects and events.

X. ADJOURNMENT

The meeting ends by a
vote, or by general consent
(or by chair's decision if time
of adjournment was pre-
arranged by vote).



BUT...
HOW DO MEMBERS
GET THEIR SAY
?

THEY MAKE MOTIONS!

A motion is a proposal that the
assembly **TAKE A STAND** or **TAKE**
ACTION on some issue.

Members can:

PRESENT motions

(make a proposal)



SECOND motions

(express support for discussion
of another member's motion.)



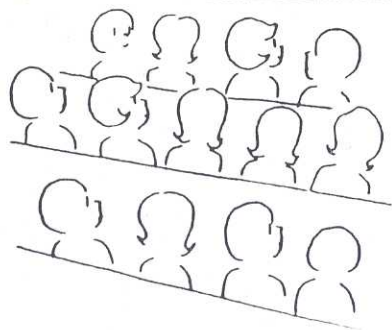
DEBATE motions

(give opinions on the motion)



VOTE on motions

(make a decision)



QUORUM...

The number of members that
must be present for business
to be conducted legally.
The actual number is usually
stated in the bylaws.