Generic SLTM Business Meeting Procedure and Script

Before the meeting starts…

Place the laminated agenda/Parliamentary Procedures At-a-Glance grids on the tables. Have a copy for yourself at the podium. (These are kept in one of the storage containers.)

Ask the Secretary in advance if there's any business arising from the previous meeting minutes. If there is, it must be delt with before proceeding through the agenda. See order on the agenda.

Ask the Executive Committee in advance if they have a report.

Ask someone with Parliamentary Procedure skills to act as Parliamentarian.

Count the number of members present to know whether you have a quorum or not. If you don't have a quorum, you cannot approve or vote on any motions.

SCRIPT and PROCEDURES

Good evening, welcome to the Business Meeting.

On the table you will find the agenda and on the reverse is the Parliamentary Procedures grid – please use it to follow along when motions are put forward.

Our parliamentarian is _____ and I've asked him/her to assist if we run into a roadblock at any point in the meeting.

Only members may vote.

Call the business meeting to order. (Use gavel.)

Confirm a quorum. (State: I confirm we have a quorum.)

Reading of previous meeting minutes. (Ask the Secretary to read the previous meeting minutes.)

Business arising from previous meeting minutes. (Ask Secretary in advance if there's any business arising from the minutes. Most likely not. State: there is, or is not, unfinished business.)

NOTE. *Often, the only previous business is the induction of new members, or it's been a long time since the last meeting. In these circumstances, it's acceptable to dispense with the reading of the minutes. State, "if there's no objection, we will dispense with reading of the previous meeting minutes."*

Executive Committee reports: (Ask each person in advance if they have a report. If yes, call on them in the following order. If not, just state 'routine business.)

President:

VP Education:

VP Membership:

VP Public relations:

Secretary:

Treasurer:

Sergeant-at-Arms:

Special Committee reports. (Ask if there are any special committee reports.)

New business. (Ask, is there any new business.)

If there is new business, proceed as per Parliamentary Procedures.

If there is no new business, say, "this ends the formal business session, and we will now begin a practice session until 'Orders of the Day' are called."

Practice business session. State: Are there any practice motions? Proceed as per Parliamentary Procedures.

'Orders of the Day.' This will be called by the timer as per the agenda. (Time noted on agenda: _____.)

Once called, the meeting is over! Say, "Orders of the Day' have been called and the business meeting is closed."

Use gavel to officially close the business meeting.

NOTE: 'Orders of the Day' can be deferred by a 2/3 vote in the affirmative. (No second is required.) This will sometimes happen if important business needs to be finished. If needed, refer to your Parliamentarian.

Introduce the Toastmaster.