

ORDER OF BUSINESS

1. The meeting is "called to order" by the Chairperson.
2. The minutes of the preceding meeting are read by the Secretary.
 - a. May be approved as read.
 - b. Approved with additions or corrections.
3. Monthly statement of Treasurer is "Received as read and filed for audit."
4. Reports of standing committees are called for by the Chairperson.
5. Reports of special committees are called for by the Chairperson.
6. Unfinished business is next in order at the call of the chair.
7. New Business.
8. Any program or special feature.
9. Adjournment.

DUTIES OF A CHAIRPERSON

1. To preside at all meetings.
2. To keep calm at all times.
3. To talk no more than necessary while presiding.
4. To have an agenda ready and to proceed in a businesslike manner.
5. To have a working knowledge of parliamentary law and a knowledge of the Discipline.
6. To keep a list of committees on the table while presiding.
7. To refrain from entering the debate of questions before the group. If it is essential that this be done, the Vice-Chairperson should be placed in the chair until the vote has been taken on the question under discussion.
8. To extend every courtesy to the opponents of a motion, even though the motion is one that the presiding officer favors.
9. To always be present and ready to preside prior to meeting time.

DUTIES OF A VICE-CHAIRPERSON

1. To act in the place of the Chairperson whenever needed.
2. In case of the resignation of the Chairperson to automatically become the Chairperson.
3. To preside in the absence of the Chairperson and to exercise all duties except to change or modify rules made by the Chairperson.
4. In the absence of the Chairperson, the Vice-Chairperson is NOT "ex-officio" a member of any committee.

DUTIES OF A SECRETARY

The Secretary should issue notices of meetings and should write such letters as requested by the group. The Secretary should keep neat and careful records of all business done in the meetings, with the exact wording of every motion and whether it was lost or carries. No comment of any kind, favorable or unfavorable, should be made. The minutes should show the names of persons appointed to committees and it is the duty of the Secretary to notify all persons nominated or elected on any committee. The Secretary should always have on hand the minute book, a book of parliamentary procedure, and a list of unfinished business, a copy of which should be given to the Chairperson.

MINUTES

1. The minutes should contain a record of what is done, not what is said.
2. They should contain the date, place and time of meeting;
3. Whether it is a regular or special meeting;
4. Name of the person presiding;
5. Name of the secretary;
6. All main motions, whether adopted or rejected;
7. The names of the persons making the motions; name of the seconder not needed;
8. Points of order and appeals, whether sustained or lost.
9. A motion which was withdrawn should not be recorded.

