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Revised
1945

Nebraska
COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND HOME ECONOMICS
U. of N. Agr. College & U. S. Dept. of Agr. Cooperating
W. H. Brokaw, Director, Lincoln

Extension
Circular
58

SUGGESTIONS FOR BUSINESS MEETING

Order of Business

The order of business at regular meetings shall be:

1. Meeting called to order by president
2. Song-A-Month and Flag Salute or Collect
3. Roll call by secretary
4. Reading and approval of minutes
5. Report of treasurer
6. Report of standing committees
7. Unfinished business
8. New business
9. Demonstration or special program
10. Social period

SUGGESTIONS ON PARLIAMENTARY PRACTICES

1. Meeting called to order by president. President rises and says: "The meeting will please come to order."
2. The president says: "Will everyone please stand and join in singing our Song of the month lead by Mrs. _____, our song leader?"
3. Roll Call. President remains standing and says: "The Secretary will call the roll and members will respond by telling _____". Secretary calls roll, records those absent and those present.
4. Reading of minutes of previous meetings or those not approved. President stands and says: "The Secretary will read the minutes of the last (or previous meetings.)" Secretary rises and says, "Madam (or Mr.) Chairman and club members," reads minutes and is seated.

President: "Are there any additions or corrections to these minutes, as read?" (Waits a moment) "If not, they stand approved." If there are any corrections, the President informally tells the Secretary to make the change. If minutes are approved and a mistake is found later, a vote is required for their amendment.

5. Report of committees. President: "Will the chairman of the _____ committee please report?"
Member: "Madam President." President recognizes member by name, then chairman gives report.
President: "What shall we do with this report?"
Member: "Madam President, I move that this report be accepted."
Second Member: "I second the motion."
Secretary records motion with name of the one proposing and seconding it. If there is no second, no record is made and the president declares the motion "lost" for want of a second.



President: "It has been moved and seconded that this report be accepted."
"Is there any discussion?" (Discussion follows)
Every speaker addresses the chair, and is recognized before talking on a motion. After discussion is finished the President says, "Is there further discussion?" If not, she "puts" motion and says, "All in favor (repeat the motion) say 'Aye'; opposed 'No'". If motion is carried, the report is accepted. If motion fails the president says, "The motion is lost."

6. Unfinished business - anything left over from last meeting.

7. New business:

President: "Now we are ready for new business. One matter that has been suggested for consideration is that we take part in the county garden tour. Will someone make a motion in regard to this matter so we may discuss the question?"

Member: "Madam President."

President? "Mrs. Brown."

Member: "I move that this organization take part in the county garden tour on June 10."

Second Member: "I second the motion."

President: "It has been moved and seconded that this organization take part in the county garden tour on June 10th. Is there any discussion?" Proceed as before, if the discussion is a short one. If it looks as if the discussion would never end, the chairman may at any time say, "Are we ready for the question?" If members call for the question, it should be brought to a vote at once.

Amending a motion.

Member: "I move that we have a club exhibit at the county fair in September."

Member: "I second the motion."

President: "It has been moved and seconded that we have a club exhibit at the county fair in September. Are there any remarks?"

Member: "Madam Chairman, I would like to amend the motion by adding the words 'club exhibit of project work done'."

A second member seconds motion. President asks for discussion and then puts the amendment. (The amendment must be voted on first.)

President: "All in favor of the amendment, which is that we add the words 'Club exhibit of project work done', say 'Aye' - Opposed - 'No' The amendment is carried."

President: "We will now vote on the original motion as amended." (If it carries or the original motion if amended is lost). "All in favor of the motion that we have a club exhibit of project work done at the county fair in September say 'Aye'. Opposed, 'No'." "The motion is carried (or lost)."

8. Motion to adjourn.

Member: "Madam President."

President: "Mrs. Stoward."

Member: "I move that we adjourn."

Member: "I second the motion." (No discussion on motion to adjourn.)

President: "All in favor say 'Aye'," "Opposed, 'No'." "The motion is carried (or lost)."

The Eight Steps in Making a Motion

1. Address the President. Member rises and says, "Madam (or Mr.) President"
2. Recognition of Member. President says, "Mrs. Smith".
3. State motion. Member remains standing and says, "I move that _____"
4. Second. Another member says, "I second the motion" (You need not rise to second the motion.)
5. Remarks. President says, "It has been moved and seconded that _____"
"Are there any remarks?"
6. Put the motion. President says, "You have heard the motion _____"
7. Vote on motion. President says, "All those in favor say 'Aye'".
Vote against the motion. President says, "All those opposed say, 'No'".
8. Decision. President says, "The motion is carried", or "The motion is lost."

Steps in Making Nominations

President: "We are ready for nominations for a secretary for our club. Do I hear a nomination?"

Member: (Rise) "Madam Chairman"

President: "Mrs. _____"

Member: (standing) "I nominate Mrs. _____"

President: "Is there another nomination?"

2nd Member: (Rise) "Madam Chairman"

President: "Mrs. _____"

2nd Member: (standing) "I nominate Mrs. _____"

President: "Are there other nominations? If not will some one make a motion that the nominations cease?"

Member: (Rise) "Madam Chairman"

President: "Mrs. _____"

Member: (standing) "I move that the nominations cease"

President: "Is there a second to the motion?"

Member: "I second the motion"

President: "All those in favor of the motion that the nominations close, make it known by saying, 'Aye'."

President: "All those opposed?"

President: "The motion is carried."

President: "We are now ready to vote on our candidates for secretary, Mrs. _____ and Mrs. _____ have been nominated. Will the secretary please pass and collect ballots for the voting. Mrs. _____, will you act as teller and Mrs. _____ will you keep tally?"

President: Announce result of election. "Mrs. _____ is our secretary."

Caution

1. Always rise to make a motion.
2. Always address the chair by saying: "Madam Chairman, Mr. Chairman."
"Mr. President, or Madam President."
3. Do not rise to second a motion.
4. Recognition is not needed to second a motion.
5. Never sign a ballot.
6. Never call for a negative vote with "aye"
7. No discussion on motion to adjourn.

For further Parliamentary suggestions, see: Robert's or Gregg's "Rules of Order,"
Extension Circular 52 "The Business
Side of a Club"

PARLIMENTARY DRILL

Check yourself to see if you remember.

I. Cross out the incorrect word:

1. You sit, stand to make a motion.
2. You sit, stand to second a motion.

II. Fill in the following blanks on making a motion.

1. To make a motion the person _____ and says " _____"
 sits stands
2. Then the president says, " _____ "
3. To state your motion you remain standing and begin by saying " _____"
 "
4. Some one in the group _____ and says, " _____"
 sits stands
 "
5. The president says, "It has been moved and seconded that" (completes
motion) then adds, " _____ "?
6. The president states the motion. Now you are ready to _____.
7. President says " _____ "
 " _____ "
8. President finished the motion by adding, " _____ "

III. Cross out the incorrect word:

1. The amendment, the motion, is voted on first.
2. Which of the regular steps do we leave out in a motion for adjournment, the second, the discussion, the voting?
3. We do, do not second a nomination?
4. We do, do not require a motion to close nominations?
5. This motion to close nominations does or does not require a second.