

Sample Meeting Agenda

- I. Call to Order
- II. Opening Ceremonies (optional)
- III. Roll Call (if customary)
- IV. Reading and Approval of Minutes
- V. Reports of Officers, Boards, and Standing Committees
- VI. Reports of Special Committees (announced only if such committees are prepared or instructed to report)
- VII. Special Orders (announced only if there are special orders)
- VIII. Unfinished Business and General Orders
- IX. New Business
- X. Announcements
- XI. Program (if a program or a speaker is planned for the meeting*)

(Excerpted from the NAP publication *The Chair's Guide: Order of Business*)

Types of Motions

PRIVELEDGED MOTIONS are such that, while having no relation to the pending question, are of such urgency, or importance that they are entitled to immediate consideration; relate to members, and to the organization, rather than to particular items of business.

SUBSIDIARY MOTIONS are those that may be applied to another motion for the purpose of *modifying* it, *delaying* action on it, or *disposing* of it.

MAIN MOTIONS are the basis of all parliamentary procedure--provides method of bringing business before the assembly for consideration and action. Can only be considered if no other business is pending.

Procedure for Handling a Motion

OBTAINING AND ASSIGNING THE FLOOR

1. A member rises when no one else has the floor and addresses the chair: "Mr./Madam President, Mr./Madam Chairman" or by other proper title.
 - A. In a large assembly, the member gives name and identification.
 - B. The member remains standing and awaits recognition by the chair.
2. The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him.

HOW THE MOTION IS BROUGHT BEFORE THE ASSEMBLY

1. The member makes the motion: "I move that (or 'to')..." and resumes his seat.
2. Another member, without rising, seconds the motion: "I second the motion" or "I second it" or even "second."
3. The chair states the motion: It is moved and seconded that ... Are you ready for the question?"

CONSIDERATION OF THE MOTION

1. Members can debate the motion.
 - A. Before speaking in debate, members obtain the floor as stated above.
 - B. The maker of the motion has first right to the floor if he claims it properly.
 - C. All remarks must be addressed to the chair.
 - D. Debate must be confined to the merits of the motion.
 - E. Debate can only be closed by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

2. The chair puts the motion to a vote.
 - A. The chair asks: "Are you ready for the question?" If no one rises to claim the floor, the chair proceeds to take the vote.

 - B. The chair says: "The question is on the adoption of the motion that... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'No'. (Pause for response.)"

3. The chair announces the result of the vote.
 - A. "The ayes have it, the motion is adopted, and (indicating the effect of the vote)" or
 - B. "The noes have it, and the motion is lost."

Motion Reference Chart

Name of Motion	Is it in order when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?	
* Fix the time which to adjourn	No	Yes	No	Yes	M	Yes	PRIVILEGED
** Adjourn	No	Yes	No	No	M	No	
* Recess	No	Yes	No	Yes	M	No	
Raise a question of Privilege	Yes	No	No	No	(1)	No	
Call for the orders of the day	Yes	No	No	No	(2)	No	
Lay on the table	No	Yes	No	No	M	No	SUBSIDIARY
Previous question	No	Yes	No	No	2/3	Yes	
Limit or extend limits of debate	No	Yes	No	Yes	2/3	Yes (3)	
Postpone to a certain time (definitely)	No	Yes	Yes	Yes	M (4)	Yes	
Commit (refer to a committee)	No	Yes	Yes	Yes	M	Yes (5)	
Amend	No	Yes	Yes (6)	Yes	M	Yes	
Postpone indefinitely	No	Yes	Yes	No	M	aff. only	
Main Motion	No	Yes	Yes	Yes	M	Yes	MAIN

Based on Robert's Rules of Order Newly Revised (RONR)

- * A main motion if made when no business pending
- ** Check RONR for specific rules

- (1) Chair grants
- (2) No vote; Demand
- (3) Unexecuted part may be reconsidered
- (4) 2/3 vote if made a special order
- (5) Only if committee has not started work
- (6) If applied to a debatable motion

Taken from the National Association of Parliamentarians
<http://www.parliamentarians.org/parlpro.htm#Motions>