



PARLIAMENTARY PROCEDURE AT A GLANCE

Call to order (President stands, strikes gavel (optional) and speaks) –

“This meeting of _____ will come to order.

Roll call “The Secretary will announce if quorum met.”

The Agenda The agenda is the list of items to be covered at the meeting, usually drawn up by the President. Some Locals provide a copy of the agenda for each Member. Others provide copies only to the President and Secretary. However in all situations, attendees need to be aware of the agenda items prior to adopting the agenda.

The President asks, “Is there any business that the Members wish to put on the agenda?” If a member does or does not add an item to the agenda, the President would say, “Could I have a Motion to adopt the agenda?”

Reading of the Minutes “The Secretary will read the minutes of the last meeting.” (Secretary may stand to read the minutes). The President asks, “Are there any errors or omissions? Pause.” If there are corrections, the President asks that they be implemented and then requests a “motion to approve the minutes as read or amended.” The President will then sign the minutes of the last meeting.

Matters Arising From the Minutes Review of Action from previous meeting and provide updates.

Finance Report “We will now have the treasurer’s report.” The Treasurer reports on the following: Money received, money spent and the present balance. The Treasurer says, “I move the receipt of this report.” The President calls for a seconder and then says, “Are there any questions on the Treasurer’s report?” Then the President calls for a vote.

Committee Reports The President would ask committee Chairs to report on any existing committees. (If any reports call for an action, usually the person making the report makes a Motion for the action to be taken, and another person on the committee usually seconds it. The President then repeats the Motion and asks for discussion.

Nominations, Elections, and Appointments May require motion or vote depending on the issues. Follow the ONA Election Guidelines and Constitution.

Communications “Is there any correspondence?” The Secretary will read the correspondence, and if there is correspondence that needs action, it is dealt with under new business.

Old/Unfinished Business (Items discussed but not decided upon at a previous meeting or needing action)

“Under old/unfinished business we have _____ to discuss.” The Members will discuss the unfinished business; if there are no items to be discussed, then the President says, “There is no unfinished business.”

New Business (Business not previously discussed)

Adjournment The President may say, “I will entertain a Motion to adjourn.” Receive Motion and seconded. No discussion. “The meeting is adjourned.”

