

Order of Business

Proper order of business:

- 1* Call to order
- 2* Opening song or pledge
- 3* Roll call
- 4* Reading minutes
- 5* Approving minutes
- 6* Treasurer's report
- 7* Committee reports
- 8* Accepting the committee reports
- 9* Unfinished business
- 10* New business
- 11* Appointing committees
- 12* Adjourn

Some General Rules of Order

- 1* A member should always rise to make a motion or to address the group.
- 2* The president need not rise to recognize a member.
- 3* When making a motion, one should say "I move that ___" instead of "I make a motion that _____".
- 4* A motion must be approved by a second person saying, "I second the motion."
- 5* Recognition from the chair is not required to second a motion. (This rule is true in most cases; however, some larger, more formal groups do require recognition for seconding a motion.)
- 6* A nomination doesn't require a second.
- 7* If there is a motion before the house, no other motion can be made except:
 - (a) to adjourn.
 - (b) to table.
 - (c) to move the previous question; that is, to end the discussion and bring up the motion for vote.
- 8* A member may rise to a point of order; that is, if a member observes the violation of a rule, he or she may rise, secure recognition and state the point which is out of order.