

SUGGESTED AGENDA FOR CHAPTER MEETINGS

1. Call to Order
2. Salute to the Flag
3. Introduce Visitors, New Residents, New Members
4. Minutes of Last Meeting – Reading and Approval
5. Treasurer's Report
6. Membership Report
7. Legislative Report
8. Other Reports
9. Old Business and Action Items from Previous Meeting(s)
10. New Business
11. Open Discussion
12. Determine Action Items for Next Meeting
13. Adjourn (a presentation by a guest speaker may follow the business meeting – see "Programs and Topics for Resources and Guest Speakers" in this Handbook)

Basic Procedure for Motions

1. Motion is made ("I move that...").
2. Motion is seconded by another person ("I second the motion").
3. Chairman (presiding officer) asks if there is any discussion.
4. When there has been sufficient time for discussion, Chairman will ask if members are ready to vote on the motion. Or anyone may say "Call the question" to proceed with the vote, and the Chairman then asks if the members are ready for the vote.
5. Chairman repeats the motion ("It has been moved and seconded that....").
6. Chairman says "All in favor, say Aye (or raise your hand)".
7. Chairman says "All opposed, say Nay (or raise your hand)".
8. Based upon result, Chairman says "The motion is carried (or defeated)".

Alternative to Step 6 for a motion you are pretty sure will pass: The Chairman may ask "Is there anyone opposed to this motion?". If no one responds, the Chairman says "The motion is carried by acclamation".