

ORDER OF BUSINESS

1. Chair: (Rise and rap the gavel once.) The meeting will come to order.
2. Chair: (Opening exercise optional.) We will open the meeting with_____.
3. Chair: The secretary will read the minutes of the previous meeting. (Secretary reads)
4. Chair: Are there any corrections to the minutes? (Pause) There being no corrections, The secretary will make the correction. Are there other corrections? The minutes
5. Chair: The next business in order is hearing reports of officers:
 - a. Has the corresponding secretary a report to make or any communications NOT
 - b. The treasurer will now report. (Pause) The report will be filed for audit.
 - c. Do any other officers wish to report?
6. Chair: The next business in order is hearing reports of the Executive Board and Standing Committees:
 - a. Has the Executive Board a report or any recommendations to make to the
 - b. Has the _____ committee a report to make? (list the
 - c. Do any other standing committees wish to report?
7. Chair: The next business in order is hearing reports of special committees:
 - a. Is the committee appointed to _____ prepared to report?
 - b. Madam Secretary, are there any other special committees to report?
8. Chair: The next business in order is unfinished business:
 - a. Under this heading, we have the consideration of _____.
 - b. Madam Secretary, is there any other unfinished business?
9. Chair: The next business in order is new business:
 - a. Has the corresponding secretary any communications requiring action?
 - b. Are there any bills to be presented? (Receipts should be required)
 - c. Is there any other new business?
10. Chair: The Program Committee will now present the program.
(At the close of the program, the one who presented the program says: "Mr. President, this concludes the program.")
11. Chair: Is there any further business to come before the assembly?
12. Chair: Are there any announcements?
13. Chair: A motion to adjourn is in order.
ADJOURNMENT