

HOW TO RUN A TOASTMASTER “BUSINESS MEETING”

MEETING ACTION	WHAT THE CHAIR DOES / SAYS	EXPLANATION OF TERMS
CALL TO ORDER	Tap the gavel twice and say, <i>“This meeting is now in session.”</i>	A MOTION is <i>a formal proposal</i> by a member, at a meeting that action be taken.
MINUTES	<i>“Would the secretary please stand and read the minutes of the <date> meeting.”</i>	A SUBSIDIARY motion does something to another motion; e.g., amend a pending motion.
Approval	<i>“Are there any corrections, errors or omissions to the minutes?”</i>	An INCIDENTAL MOTION takes care of <i>minor items</i> that arise during the meeting.
•If none	<i>“The minutes are approved as read.”</i>	A PRIVILEGED MOTION takes care of the <i>rights</i> of members as individuals and as a member of the assembly.
•If corrections...	<i>“Does any member object to the secretary making the correction?”</i>	ASSEMBLY - A gathering where parliamentary law is understood to apply.
•No Objection	<i>“The minutes are approved as corrected.”</i>	CHAIRPERSON - Individual in charge of the meeting (Mr. or Madame) Chairman, President and Chair is acceptable if the members so desire.
•Objection	<i>“All those supporting the correction please raise your hand” (count)</i> <i>“All those against?” (count)</i> <i>“The correction stands. The minutes are approved as corrected”</i> -OR- <i>“The motion is lost. The minutes are approved as read.”</i>	COMMUNICATION - Verbally giving or exchanging information; e.g., reading and approval of the minutes. IMMEDIATELY PENDING MOTION - The last motion which has been stated by the Chairperson and not finalized. PENDING MOTION - A motion which has been stated by the Chairperson but not finalized. QUESTION - Equivalent to motion. A motion which been stated by the Chairperson can be referred to as a question. QUORUM - Minimum number of members that must be present to legally conduct business. RANK - Motions are arranged in a hierarchy order. Main motions have the lowest rank and privileged motions have the highest rank.
UNFINISHED BUSINESS	<i>“Is there any business arising from the minutes?”</i>	VOTING - Generally by a show of hands, voice or by secret ballot. If there is a tie vote the motion is lost.
OFFICER REPORTS	Call upon each Executive member in turn to provide the assembly with their report. (Order of reports: President, VP Education, VP Membership, VP PR, Treasurer)	YIELD -Method of allowing higher ranked motions to be made and considered while lower ranked motions are pending.
NEW BUSINESS	<i>“Is there any new business?”</i>	
CORRESPONDENCE	<i>“Is there any correspondence not addressed in the Officer reports?”</i>	
ANNOUNCEMENTS	<i>“Are there any announcements?”</i>	
ADJOURN	<i>“This meeting is adjourned.”</i>	
<p>For details refer to: Roberts Rules of Order – By H. Roberts, or Parliamentary Procedures at a Glance – By G. Jones</p> <p>Copyright 1989 Ready Reference Systems</p>		<p style="text-align: center;">TIPS FOR THE CHAIRPERSON</p> <ol style="list-style-type: none"> Justice and courtesy for all. Do only one thing at a time. The majority rules but the minority must be heard. Always have and follow an agenda. All business comes before the meeting by a communication or a motion. Follow appropriate motions form Limit debate when there is no motion pending. Ensure quorum before calling the meeting to order. Start/end on time, and keep the meeting moving quickly.

MOTIONS

How to Present and Dispose of a Motion:

1. A member raises their hand and is recognized by the Chair
2. The member proposes a motion
3. Another member seconds the motion
4. The Chair states the motion to the group ("It has been moved & seconded that _____.")
5. The Chair asks if there "is any discussion related to the motion".
6. If no discussion, move to the vote. If there is discussion, the Chair selects each speaker in turn.
7. The Chair states the motion and takes the vote, asking "All those in favour? All those against? Are there any abstentions?"
8. The Chair announces the result of the vote: "The motion is carried / defeated."

Amending a Motion:

- Upon recognition by the Chair, a member may make a motion to amend a main motion by adding, inserting or striking out words or substituting a paragraph. The amendment must relate to the same subject matter as the main motion.
- Another member seconds the motion to amend the main motion.
- The Chair states the motion to the assembly. ("It has been moved and seconded that we amend the motion by [e.g., replacing the word -- with the word --], so that the motion, if amended will read, "----- ")
- The assembly discusses the amendment.
- The Chair takes the vote on the amendment.
- The Chair announces the result of the vote on the amendment.
- Return to the main motion. If the amendment passed, state the main motion as amended.
- Then, "Is there any discussion on the motion as amended?" followed by vote, etc.