

Formal Procedures for Committee Meetings

This information is based on the "Roberts Rules of Order" which are considered to be the standard used in Parliament and Business.

The President or Vice President in the Presidents absence is the Chairperson or Chair of the meeting. With the Secretary, the Chair decides on an agenda which is circulated in advance to members in accordance with the Rules of Incorporation (Rules). Included with the agenda should be all relevant reports, background papers, and financial statements and previous minutes if they have not already been circulated.

At the Meeting

The Chair will:

- make sure the meeting starts on time
- welcome members and organise any introductions
- read and call for apologies
- where appropriate advise of housekeeping details, e.g. time and length of meeting breaks, location of toilet facilities etc
- set a timeframe for the meeting, and work to keep to it
- keep to the agenda
- avoid introducing their own opinion unless it is necessary

The Formal Agenda (Order of the Day)

A formal agenda typically includes the following:

- **Attendance** – and apologies are read, called for and recorded.
- **Previous Minutes** - The Chair calls on the Secretary to read the previous minutes if they have not been previously circulated to members. Corrections or additions are called for by the Chair after which the chair declares that the minutes are approved as read, delivered or corrected; or entertains a motion to that effect.
- **Matters Arising** -from the last minutes are discussed (discussion should be confined to specific questions arising from the minutes, or the action someone was asked to take).
- **Correspondence** - is tabled. Discussion is limited to the essentials, and a motion put that inward correspondence be received, another that outward correspondence be approved.
- **Financial Statements** - are presented by the Treasurer. A motion is needed on a list of accounts for payment.
- **Committee Reports** - are presented and discussed. Do not need a motion unless specific recommendations are made in which case a motion is required for the specific recommendation(s) only.
- **Other Reports** - (brief, on specific subjects, with recommendations attached for consideration) are presented. Recommendations are discussed, and approved or declined through a motion.
- **Motions Put** – motions of which due notice has been given are put. Any motions proposed without sufficient notice may be rejected by the Chair and then accepted as notices of motion for the next meeting.
- **General Business** - This is the time for minor items to be raised. The Chair should discourage the raising of major items at this point unless they are urgent. The Chair decides whether each matter will be discussed or deferred to the next meeting.
- **Next Meeting** - is arranged if not already set.

Procedures For Meetings And Organizations

Amos Jenkins Peaslee



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