



Presiding Officer Procedure: 2001 - 2002

OPENING THE MEETING

Salutation

Welcome the members and thank the Sergeant-At-Arms.

Welcome to Guest

Beforehand – ask the guest how they would like to be introduced, if they would feel comfortable introducing themselves, tell the guests they should also be prepared to give the club their feedback at the conclusion of the meeting.

Business Meeting

Old business

- Ask for status update on any old items of business.

New Business

- Ask if there are any items of new business.
- Follow parliamentary procedures to handle new items:
 - Motion consists of the following steps:
 1. "I move that" from a member of the audience.
 2. The motion is seconded (anyone simply has to say "seconded")
 3. State the motion to the assembly – "It has been moved..."
 4. Ask if there is any discussion
Ask the person with the motion if they have any comments.
Play the room, pro vs. con, alternate if possible
Debate must be to the point
Everyone should speak once in the round
 5. Ask "Are we ready to vote on this?" when discussion is finished.
 6. Announce the vote results with instructions if necessary.

Officer reports

- Ask officers if anyone has anything to report.

Introduce the Toastmaster

CLOSING THE MEETING

- Thank the Toastmaster – recognize him/her for a job well done.
- Present the "Best" awards if not already presented.
- Present any achievement/recognition as appropriate.
- Induct any new members.
- Review the schedule for the next week – VPE to conduct is available.
- Get comments from Guests.
- Remind everyone about next week's meeting, any upcoming events of note.
- Invite everyone to Mellow Mushroom.
- Use Gavel to close.