

General Meeting Procedures

1. Opening of the meeting

The chairman opens the meeting and welcomes those present.

Ladies and gentlemen, I declare the meeting open. (formal)

The meeting will come to order. (formal)

Thank you all for coming. (less formal)

Shall we start? (less formal)

2. Apologies

The chairman calls for apologies.

Do we have a quorum?

3. Reading of the minutes

The chairman asks the secretary to read the minutes of the last meeting.

Will the secretary read the minutes?

Will you read the minutes please?

When the minutes have been read, the chairman asks:

Can we accept the minutes as read?

Are the minutes approved as read?

If there are no corrections to the minutes a motion or proposal can be made to confirm them by a member, which can be seconded and voted upon. If the minutes have to be corrected the chairman then asks:

Are the minutes approved as corrected?

4. Matters arising from the minutes (following up previous decisions)

5. Correspondence

The chairman asks the secretary to read the correspondence received since the last meeting.

Will you please read the correspondence received since the last meeting?

Matters arising from the correspondence can be dealt with immediately or left until later as they may be related to points on the agenda.

6. Reports

The chairman can call for reports from the sub-committees.

Can we now have a report from the treasurer concerning... please?

I now call upon the social secretary to report on...

7.The business of the meeting

Here the items on the agenda are read out by the chairman before discussion in order to make proposals and come to a decisions

8.The decision-making procedure

1 An item is opened for discussion:

*The chairman reads out the item-***The matter is now open for discussion.**

2 A proposal or motion is made:

I move that...

I propose that....

3 To second a proposal:

I second that.

4 To vote on a proposal

The chairman summarizes the subject and brings the proposal to a vote:

The pros and the cons of the topic have been stated as...

Can we come to some agreement on this issue? The proposal was...

Those for?

Those against?

Abstentions?

The proposal is carried (or defeated) by (4 votes to 3 with 1 abstention)

Very well then, we agree, (with some reservations; unanimously) that...

9.AOB

Is there any other business?

10.Closing the meeting

I declare this meeting closed. (formal)

The meeting is adjourned (postponed) until...

I think we've covered all the points on the agenda so I suggest that we close the meeting.

