

SECTION 7

Meeting Procedure Basics

MEETING PROCEDURE BASICS

Introduction

The sample materials offered here are for your use as guides ONLY. Members in different parts of the world operate under different Parliamentary authorities. The samples included here may be adapted to the authority used in your area.

It is both interesting and educational to observe the varied approaches. Note both the similarities and the differences in the way the information is presented. You will find that although procedures may vary, the purpose is achieved. *POWERtalk* International's program is adaptable to all, regardless of where you live.

NOTE: The order of items on the sample agendas are all-inclusive and are offered for information and guidance only. Not all subjects need to be included in your meeting. Your program or business meeting is to be conducted to meet the needs of your members.

**FLEXIBILITY IS THE KEY TO THE SUCCESS
OF THE *POWERtalk* International TRAINING PROGRAM.**

MEETING PROCEDURE BASICS 1

Sample Agenda – Roberts Rules Of Order

Sample Agenda

(For clubs using Robert’s Rules of Order Newly Revised)

Call to Order

The presiding officer stands, raps the gavel once, says “The regular meeting of _____ POWER*talk* International Club will come to order.”

Opening Ceremonies

The call to order may be followed by religious, patriotic or inspirational exercises. An invocation precedes the Pledge of Allegiance to the Flag of the United States of America (if used) while an inspiration follows it. Many clubs use the POWER*talk* International Pledge instead of the Pledge of Allegiance to the Flag of the United States of America. Either or both may be used.

Example: “The invocation will be given by _____ followed by the Pledge of Allegiance to the Flag of the United States of America and / or the POWER*talk* International Pledge. Will you please rise?”

Grace: (After grace, pledges.)
“You may remain seated while grace is offered by _____.”

Inspiration: (After pledges) “Our inspirational message will be given by _____.”

Welcome and Introductions

The president welcomes all and introduces those seated at the head table. Audience guests may be introduced in a variety of ways – by the president, host or hostess, sponsor, meeting convenor, etc.

Meal

If a meal is served, it is normally done at this point.

Meeting Procedure Basics 1: Sample Agenda - Roberts Rules of Order continued...

Issues of the Day

If an Issues of the Day session is scheduled as a part of the meeting, the president presents the program leader with a short introduction. Issues may cover a wide variety of subjects – educational, political, social, or any item of current interest to the group. This segment of the program may be given at other times during the meeting.

Education

The president presents the member in charge of the educational lesson of the day.

Induction of New Member

If new members are to be inducted, the membership chairman should conduct the ceremony prior to the business meeting.

Recess

(Optional) No motion is necessary. The chair simply states that a recess of _____ minutes will be taken. When time for recess has expired, the presiding officer states “The meeting is reconvened.”

Business

Roll Call

This is usually done silently by the secretary. The president announces that a quorum is/ is not present.

Minutes

“The secretary will read the minutes of the previous meeting.” (If copies have been furnished to the members prior to the meeting, no reading is required.) The president calls for corrections. If no corrections, “The minutes are approved” or “approved as corrected.”

Correspondence

The secretary may read the correspondence, first stating from whom it was received. If possible, the information should be condensed. After reading, or at a time provided by the order of business, a motion proposing necessary action is in order.

Meeting Procedure Basics 1: Sample Agenda - Roberts Rules of Order continued...

Other Reports

Officers

Only those who have a report to make should be called upon.

Board Report

Report of action taken by the board is read, not the minutes of the meeting. If recommendations are in order, secretary reads and moves adoption – no second required.

Standing Committees

President should be notified in advance if a report is to be given. Committee reports are given in the order the committees are listed in the bylaws. If recommendations are included, the chairman or reporting committee member moves adoption – no second needed (unless a committee of one.)

Special Committees

Same as above. When the work of a special committee is complete, the committee is automatically discharged.

Special Orders

The club may specify by a two thirds ($\frac{2}{3}$) vote that a question be postponed to a certain time and made a special order. Matters which the bylaws require to be considered at a specific time may be regarded as special orders and considered at this time. (Example: Nominations and election of officers.)

Unfinished Business and General Orders

A general order is any question, which, usually by postponement, has been made an order of the day without being made a special order.

Unfinished business refers to questions that have been carried over from the previous meeting. The chair should not ask “Is there any unfinished business?” Instead, the chair says “Under unfinished business, we have _____.” This brings the question back before the assembly.

New Business

Members may introduce new business at this point.

Announcements

The chair, other officers, or members may make any necessary announcements. (Note: Announcements may be made by the presiding officer at any time, if necessary.)

Program

The program can be presented before or after the business meeting in accordance with the wishes of the members. The chair presents the program leader / compère for the program and thanks the participants at the conclusion.

Meeting Procedure Basics 1: Sample Agenda - Roberts Rules of Order continued...

Closing and Adjournment

An invitation for all to return and appreciation for any special arrangements is in order. A closing thought may be given if this is the practice of the club. Presiding officer announces, “The meeting is adjourned.”

NOTE: Stressing flexibility, some clubs choose one business meeting per month with the second meeting devoted entirely to education.

RECOMMENDED ITC FEATURES FOR FUTURE STUDY
Club, Council and Committee Manual Section 9 Master Manual

MEETING PROCEDURE BASICS 2

Sample Minutes – Roberts Rules of Order

Sample Minutes

Call to Order

The regular meeting of _____ POWERtalk International Club, held at _____, was called to order at _____ (time and date) by President _____.

Opening Ceremonies

Invocation was given by _____.
POWERtalk International Pledge was led by _____.

Guests

The following guests were introduced:

Roll Call

_____ (state number) members were present. Absent were _____, _____, _____. (It is important to identify by name those members who were absent as this constitutes reference for Accreditation Program requirements.)

Minutes

Minutes of the meeting of _____ were approved as read / as circulated / as corrected. (Select appropriate wording.)

Correspondence

An invitation from _____ POWERtalk International Club to attend its Public Relations meeting was read.

Treasurer's Report

The treasurer reported a balance on hand of \$ _____ and presented bills for payment. On motion of the treasurer, the assembly voted to pay bills of \$ _____ for stationery and \$ _____ for educational materials.

Committee Reports

Membership chairman, _____, reported two new membership applications from _____ and _____, and reported on plans for the club speech contest.

Meeting Procedure Basics 2: Sample Minutes - Roberts Rules of Order continued...

New Business

A motion was made by _____ to purchase a new stopwatch at the prevailing rate. The motion was seconded and passed. The treasurer will purchase the stopwatch prior to the next meeting. Council delegate presented business that would be voted on at the next council meeting for discussion. Vote will be taken at the next meeting and the delegate instructed.

Program

The program leader/compère _____ presented the program (copy attached). (If a copy of the program is not attached, a skeleton program outline should be included in the minutes.)

Adjournment

The meeting adjourned at _____ (time).

Secretary

RECOMMENDED FEATURES FOR FURTHER STUDY
Club, Council and Committee Manual Master Manual Section 9

MEETING PROCEDURE BASICS 3

Sample Financial Report – Roberts Rules of Order

SAMPLE FINANCIAL REPORT

_____ POWER*talk* International Club
 _____ (date)

BALANCE ON HAND, (Date), _____ \$150.00
 RECEIPTS \$245.00

Dinners, 17 members \$170.00
 Dues, B. Jones 50.00
 Donations / Ways & Means 25.00

DISBURSEMENTS\$217.00

Dues, B. Jones, POWER*talk* International \$ 30.00
 Dinners 165.00
 Supplies 10.00
 Bulletins 12.00

BALANCE ON HAND, (Date), _____ \$178.00

NOTE: Flexibility is stressed throughout this Master Manual. However, the four items listed on the right (beginning balance, receipts, disbursements, ending balance) are mandatory items in all financial reports. Other entries are read only if an itemised report is requested. Financial reports are placed on file. Copies are furnished to:

- President
- Secretary
- Budget & Finance Committee
- File

Treasurer

RECOMMENDED FEATURES FOR FURTHER STUDY
 Club, Council and Committee Manual Section 9 Master Manual



MEETING PROCEDURE BASICS 4

Sample Agenda – Renton’s Rules of Order

Sample Agenda

Note: for use by those using Renton as a Parliamentary Authority. This sample is furnished as a guide only for use in the early stages of POWER*talk* International training.

Opening

Rise, tap gavel and say, “I declare the regular (or other – specify) meeting of the _____ POWER*talk* International Club open.”

Invocation

“The invocation will be given by _____. Will you all please rise?”
OR

Thought for the day or Inspiration

“Please remain seated while _____ gives the thought for the day (or inspiration).”
OR

Grace

At a dinner or luncheon function, grace takes the place of the invocation or thought for the day. Audience may stand or sit for grace. In a large meeting it is more practical to ask “Please remain seated while _____ says grace.”

Welcome

Welcome those present and introduce any special guests seated at the official table – in proper protocol order. Ask host or hostess to introduce other visitors. Visiting members are usually asked to introduce themselves, with some brief personal comment.

Apologies

It is a useful practice to have all apologies recorded with the host or hostess prior to the meeting so a complete list can be presented. However, apologies may also be given from the floor. Ask for a motion “that apologies be accepted.”

Business Meeting

Quorum

Check that a quorum is present, then rise and announce, “As a quorum of 16 members is present, I declare the business meeting open.”

Meeting Procedure Basics 4: Sample Agenda – Renton’s Rules of Order continued...

Minutes

“Will the Secretary read the minutes of the previous meeting?” After reading, “Are there any corrections to these minutes?” Any undisputed corrections may be inserted and initialled by the presiding officer. Then ask for a motion “that the minutes (as corrected) be confirmed.”

Business Arising from the Minutes

Report to the club on action taken from the minutes, or have the club deal at this time with any action required.

Correspondence

Ask the Secretary to read outwards correspondence first. Ask for a motion “that the outwards correspondence be endorsed/approved.” Have the inward correspondence read next. Ask for a motion “that the inward correspondence be received.” Initial and date each letter received at any meeting.

Business Arising from Correspondence

Have the assembly take any action required.

Treasurer’s Report

The Treasurer should read the report and move “that the Treasurer’s report be adopted.” Allow for full discussion on the motion, as adoption means the club’s endorsement of the Treasurer’s statement.

Accounts for Payment

Accounts should be formally presented by the Treasurer. The motion required is “that the accounts as presented be passed for payment.”

Other Reports

The President would normally request regular reports for Club Standing Committees, the Delegate to Council, or the Club Executive. These reports may be “received” if for information only, or “adopted” if it is desired to endorse the action. Alternatively they may be “received” and then specific motions on a particular action suggested in the report may be moved.

Motion on Notice

If any notice of motion was given at a previous meeting, it should be on the agenda and dealt with before any new business.

General Business

“Is there any general business?” Here any member may bring new matters before the club. Announcements may be made at the end of general business or this item may be listed on the agenda separately. After establishing clearly that there is no further general business, rise and say, “I declare the business meeting closed.”

Meeting Procedure Basics 4: Sample Agenda – Renton’s Rules of Order continued...

Recess

Speaking Program

Introduce the program leader / compère who then conducts the speaking program which will usually include Issues of the Day, speakers, timer and evaluation. Any education item may be given at the beginning of the speaking program or before the business meeting.

The precise order of the business meeting and the speaking program may be varied to meet the needs and wishes of the club members and that particular meeting. Remember – the above is offered as a guide only. Any suggestions are to be taken as suggestions. Flexibility is the key to a successful club.

Close

Rise and thank the program leader / compère and the program participants. Make an appropriate closing remark and say “I declare this meeting of _____ POWER*talk* International Club closed.”

RECOMMENDED FEATURES FOR FURTHER STUDY
Club, Council and Committee Manual Section 9 Master Manual

MEETING PROCEDURE BASICS 5

Sample Minutes – Renton’s Rules of Order

Sample Minutes

(Renton)

Minutes of _____ POWERtalk International Club meeting held at the _____ (place) on _____ (date).

The meeting was opened by the President, _____, at _____ (time).

Inspiration

The inspiration was given by _____.

Apologies

Moved by _____, second by _____ that apologies be accepted from _____ and _____. Carried.

Business Meeting

The business meeting was opened with a quorum of _____ members.

Minutes

Moved _____, seconded _____ that the minutes of the meeting of _____ as read be confirmed. Carried.

Business Arising from the Minutes

The Secretary reported that as yet no reply had been received from Mr. _____ regarding the club’s request that he serve as guest evaluator at the Public Relations meeting.

Outwards Correspondence

Moved _____, seconded _____ that the outwards correspondence as listed be endorsed/approved. Carried.

To the Region President in appreciation of attendance at the changeover dinner and for installing the new officers.

To _____ in appreciation for auditing the club’s financial records.

Inwards Correspondence

Moved _____, seconded _____ that the inwards correspondence as listed below be received. Carried.

From _____ POWERtalk International Club inviting members to attend their special meeting on _____.

Meeting Procedure Basics 5: Sample Minutes – Renton’s Rules of Order continued...

From the Treasurer of Council _____, enclosing a receipt for payment of stationery purchased.

Business Arising from Correspondence

The invitation from _____ POWERtalk International Club was circulated to members, who were asked to notify the Secretary if they were able to accept.

Treasurer’s Report

Moved _____, seconded _____ that the Treasurer’s Report to _____, showing a bank balance of _____ be adopted. Carried.

Membership Committee Report

Moved _____, seconded _____ that the Membership Report presented by _____ be received. Carried. Moved _____, seconded _____ that the Municipal Library be requested to display a notice advertising the _____ POWERtalk International Club meetings. Carried.

General Business

_____ gave notice of motion that Article 7, Section B(a) of the Club Bylaws be amended by adding a new paragraph 4 to read “Appoint a suitable member to act as an advisor to newly inducted members.” Moved _____, seconded _____ that the _____ POWERtalk International Club be invited to attend our next meeting. Carried.

Announcements

The President reminded the Executive of the scheduled meeting on Monday 11th March. The Treasurer reminded members that anyone wishing to order name badges should do so at this meeting.

Speaking Program

The speaking program was conducted as per the agenda attached to these minutes.

Close

The meeting was closed at 10:15pm.

NOTE: A common alternative Australian practice in recording minutes is not to record the name of the mover or seconder of motions that are passed unanimously, but state the motion was RESOLVED. e.g. It was RESOLVED that the minutes as read be confirmed.

It was RESOLVED that the Municipal Library be requested to display a notice advertising the _____ POWERtalk International Club meetings.

RECOMMENDED FEATURES FOR FURTHER STUDY
Club, Council and Committee Manual Section 9 Master Manual

MEETING PROCEDURE BASICS 6

Sample Treasurer's Report – Renton's Rules of Order

Sample Financial Report

(Renton)

_____ Club, *POWERtalk* International Statement of Income and
Expenditure from _____ to _____ (dates)

Balance brought forward\$66.39

Receipts

Supper (date)20.40

Levies~~80~~

Council 4 meeting, 4 at \$4.5018.00

Total Receipts \$39.20

Disbursements

Spinflex Motel (Meeting Date) 13.90

Delegate-to-Council Expenses 6.74

(Council 4 Meeting)

Council 4 Supplies Officer (Stationery)~~2.20~~

D. Ford – Speech Contest Expenses 4.22

Total Disbursements \$27.06

Balance at _____ (date) \$78.53

Club Treasurer

RECOMMENDED FEATURES FOR FURTHER STUDY

Club, Council and Committee Manual Section 9 Master Manual



MEETING PROCEDURE BASICS 7

Sample Agenda for Other Parliamentary Authorities

Sample Agenda

(For clubs using other than Robert's Rules of Order Newly Revised or Renton as parliamentary authority.)

NOTE: The following agenda is the order of business as it might be conducted in a regular club meeting. Clubs may interchange program headings to suit the preferences of the members, according to individual club needs. In preparing a formal agenda for distribution to the members, the presiding officer would use the headings appearing in this suggested order, omitting the explanatory information.

Call to Order

At the opening of the meeting, the President takes the place at the lectern, stands quietly for a few minutes, taps the gavel once, waits until the group is quiet, and then states, "The regular meeting of the _____ Club, POWER*talk* International, will come to order."

Thought for the Day/Inspiration

A Thought for the day or Inspiration may be given by the club host or hostess or another member.

Introductions

The president introduces guests present and welcomes them to the meeting.

Business Meeting

Silent Roll Call

A silent roll call is taken by the secretary.

Apologies

The secretary reads the apologies of absent members.

Quorum

The secretary informs the President that a quorum has been established. The President confirms by stating "A quorum has been established."

Meeting Procedure Basics 7: Sample Agenda for other Parliamentary Authorities continued...

Minutes

The President directs the Secretary to read the minutes of the previous meeting. After they are read, the President asks, "Are there corrections to the minutes?" If there are no corrections, the President states, "The minutes are approved as read." If there are corrections, the Secretary is directed to correct the minutes by making notations in the margin. (Corrections are initialled by the secretary and the date recorded.)

The President proceeds by asking, "Are there further corrections to the minutes?" If none are forthcoming, states, "The minutes are approved as corrected." Minutes may be considered adopted without a formal motion, although it is the custom in some clubs to ask for a motion to adopt the minutes. If such a motion is offered, it requires a majority vote of the members for adoption.

Business Arising

Business as recorded in the minutes, which has not been completed at a previous meeting, is now considered. The President introduces these items by stating, "The matter of (state item of business) is open for discussion."

Correspondence

The Secretary reads the correspondence received by the club, stating first the date of the item and name of the sender. Where applicable, the Secretary emphasises the main points and gives a resume of the remainder.

Business Arising

Any business arising from correspondence is now considered.

Reports of Officers

The president determines in advance of each meeting the reports necessary, and calls only on those officers who have information to report to the club members. The exception to this format is that the Treasurer reports at each meeting.

Vice-President (Membership)

If there has been a change in the membership status of the club, the vice-president reports these statistics to the members. When new members are to be inducted, the vicepresident should conduct the induction ceremony at this point in the meeting.

Treasurer

The treasurer presents the following items in the report:

1. Balance in the bank as of date of previous meeting
2. Club subscriptions or receipts received since the last meeting
3. Accounts paid since the previous meeting, listing amounts of each account
4. Cash in hand as of meeting date.

Meeting Procedure Basics 7: Sample Agenda for other Parliamentary Authorities continued...

The president asks if there are questions concerning the treasurer's report. If there are questions, the treasurer is directed to answer them. If there are no questions, the president states the report will be placed on file. (The treasurer's report is adopted only following the presentation of the audited statement at the Annual General Meeting.)

Accounts for Payment

The treasurer is asked whether there are accounts payable, the president asks the club's approval for settlement of the accounts. A motion may be made for the settlement of accounts, and a majority vote is necessary.

Delegate-to-Council

The delegate to council reports prior to or following a council meeting, or when there are announcements or items of business from council level to be considered by the club.

Standing Committees

The program chairman reports any alterations to forthcoming programs. Other Standing Committees may report as necessary.

Executive Committee

If the executive committee has recommendations or resolutions to be decided by the club, the president presents these business items to the club at this point in the meeting.

Any Other Relevant Business

In this portion of the meeting, new business may be introduced by motion of any member, and is discussed and resolved through vote of the club.

Announcements

The president or other members make pertinent announcements as necessary.

Issues of the Day

The president introduces the Issues of the Day leader who presents this portion of the meeting and calls on various members. This segment of the meeting is intended as practise in impromptu speaking situations.

Interval

The president declares a brief recess.

Meeting Procedure Basics 7: Sample Agenda for other Parliamentary Authorities continued...

Program

The president introduces the Program Leader / Compère, giving a few points of interest without detracting from the remarks the program leader will make in presentation of the program. The program leader presents the participants for the speaking portion of the program.

The program may include several, but not all, of these general categories:

- education;
- word power;
- individual speakers (or an alternate speech situation such as a panel or debate team);
- a grammarian; and on certain occasions, a workshop.

The timing of individual club meetings will determine the number of categories to be included in the program, and the program chairman tries to vary the club programs during the term to suit the needs of the members.

Immediately following the speaking program, evaluators or critics are introduced by the Program Leader / Compère. There may be one or more evaluators, depending on club custom and the plans of the program chairman. Occasionally, evaluators from other clubs are used in this part of the program.

Timekeeper

At the conclusion of the evaluation, the compère brings the program to a close. The president presents the timekeeper, who reports the timing of individual events of the meeting, and gives a vote of thanks to the compère for presentation of the program.

Closing and Adjournment

The president expresses appreciation for the participation of the members in the meeting, and extends an invitation for guests to return. Without using the gavel, the president declares the meeting adjourned.

RECOMMENDED FEATURES FOR FURTHER STUDY

Club, Council and Committee Manual Section 9 Master Manual

MEETING PROCEDURE BASICS 8

Sample Delegate-to-Council Report

Sample Delegate-To-Council Report

Council _____, _____ Region held its meeting at _____ on Saturday _____, _____. Our club was represented by the delegate to council with _____ other members present.

The host club arranged excellent facilities; the atmosphere was cordial and registration was efficiently handled. Advance registrations again proved to be the most efficient way for the host club to plan.

The protocol chairman provided charts showing special seating arrangements with copies for the council president, host chairman and the registration desk. A 3x5 card for each person to be seated at the head table was attached to the registration packet. The benefit of this advance planning was obvious as all attendees were in their places at the head table on time and introductions were made smoothly and correctly.

Business

The president is an efficient presiding officer who kept control at all times and was courteous and helpful to the members. Delegates-to-Council were seated at special tables so the votes could be counted quickly and easily.

Notification was sent to all clubs prior to the meeting of a proposed standing rule to be presented that pins would be purchased for all council officers and a past council president's pin would be presented to each outgoing council president. The standing rule was adopted as proposed.

The delegate from _____ *POWERtalk* International Club gave notice that a proposed amendment would be presented at the next meeting to increase council dues by \$5.00 per capita.

Total registration for the meeting was 95 members. All 12 clubs were represented; all council officers present and 3 guests.

Program

Prior to the official opening of the council meeting, half-hour training sessions were held for council committees, delegates and club officers. The club officers met with the former council president, _____; delegates met with the council parliamentarian and the region president met with council officers.

Meeting Procedure Basics 8: Sample Delegate-to-Council Report continued...

General education consisted of workshops / training sessions on the following subjects:

Evaluation – former *POWERtalk* International President _____,
leader.

Club Programming – _____, Club President, leader.

Effective Meeting Management – _____, Region President, leader.

The luncheon speaker was _____, with the subject, “Language in the Business World,” a serious look at the many opportunities in the business world for a well-trained and articulate individual.

Our club program chairman has scheduled time at future meetings for members who attended these sessions to share the educational information with all club members.

Announcements

The council president reminded everyone that all club mailings from *POWERtalk* International Management Services (IMS), concerning nominations for *POWERtalk* International officers and proposed resolutions and bylaw amendments, should be studied and action taken, if applicable.

The next council meeting is to be held in _____ on _____ at the _____. This promises to be another outstanding meeting. *POWERtalk* International Second Vice-President _____ is to be guest speaker. Training sessions on Protocol, Educational Techniques for Clubs, Preferential Balloting are to be presented by well-qualified *POWERtalk* International members.

Evaluation

This was a well-planned council meeting. Excellent education was offered and the guest speaker inspired us. Time was also allowed for exchange of ideas with members from other clubs. Plans should be made now to attend the next council meeting. Council provides us with the opportunity to learn from other clubs and from officers at higher levels. Our club is strengthened when we take advantage of the education given and the added opportunities to develop our leadership skills.

Delegate-to-Council

NOTE: Ample time should be allowed for the delegate-to-council to report on council activities which affect the individual club. Many presidents arrange the agenda to provide a few minutes for the delegate-to-council to participate in each meeting.

<p>RECOMMENDED FEATURES FOR FURTHER STUDY Club, Council and Committee Manual Section 9 Master Manual</p>

MEETING PROCEDURE BASICS 9

Sample Delegate-to-Council Report (other than North America)

Sample Delegate-To-Council Report (other than North America)

Introduction

The meeting of Council _____, _____ Region, was held on Saturday, _____ in _____. Ten members and the Delegate to Council attended. The host club had made excellent arrangements for the meeting that proved to be an enjoyable and productive one. The top-table decorations captured the tone of the meeting.

The total registration was 95 members, which included all council officers, all 12 clubs being represented. There were two guests.

Business

The business meeting was efficiently conducted by the President who was courteous and helpful to all. Prior to this council meeting, all clubs had been advised that a new Standing Rule was to be presented: “that all officers are to be given *POWERtalk* International pins to be worn during their term of office and that the President is to receive a Past President’s pin to keep when he/she completes their term of office.”

This Standing Rule was unanimously adopted as proposed. The delegate from _____ gave notice of a proposed amendment to the Council

Bylaws to be voted on at the Council Annual General Meeting in May. The proposal was “that council dues be increased from £6 to £7 (\$6 to \$7).”

Program

Prior to the opening of the council meeting, concurrent meetings were held for council committees, delegates to council and club officers. The former Council President conducted the club officer meeting while the council parliamentarian briefed the delegates to council.

The subject of the one and one-half hour education session was “How to Conduct Debate,” presented by _____, a former council president.

Meeting Procedure Basics 9: Sample Delegate-to-Council Report (other than North America)
continued...

Announcements

The Council President announced that the speech contest on _____ would be held in the assembly hall of _____ to accommodate the expected increased attendance.

Concluding Remarks

This was a stimulating meeting and the choice of the educational session was excellent. It was hoped that more club members would attend the next meeting – the speech contest – on _____, and the Annual General Meeting on _____.

(Delegate-to-Council)

MEETING PROCEDURE BASICS 10

Sample Timekeepers Report

Timer's Report

NOTE: The purpose of a timer's report on a regular *POWERtalk* International club meeting is to give structure to the meeting and provide training to the members in organization of thoughts and preparation of assignments. It is an important part of *POWERtalk* International training as it gives the members a sense of time while speaking and allows the meeting to flow with each segment receiving the amount of time necessary.

Sample Report

	Allotted	Used
Opening: Invocation, Thought for the day, Pledge, Grace	_____	_____
Welcome and Introduction	_____	_____
Issues of Day / Leader	_____	_____
1. Participant	_____	_____
2. Participant	_____	_____
3. Participant	_____	_____
(more if necessary)	_____	_____
Total	_____	_____
Education, etc.	_____	_____
Induction	_____	_____
Business	_____	_____
Recess	_____	_____
Program (adjust outline for type of program planned, i.e.: panel, workshop, debate, speeches, etc.)	_____	_____
Program Leader / Compère	_____	_____

Meeting Procedure Basics 10: Sample Timekeepers Report continued...

Participants

- 1. _____
- 2. _____
- 3. _____

_____	_____
_____	_____
_____	_____

Evaluation

_____	_____
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Total Program Time

_____	_____
-------	-------

Total Meeting Time

_____	_____
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MEETING PROCEDURE BASICS 11

Sample Committee Reports

Sample Committee Reports

1. Standing Committee Report Sample

Membership Committee, _____ POWER*talk* International Club The membership committee met at _____ (*time*) on _____ (*date*) at _____ (*place*). All members of the committee were present.

Plans for a membership drive during the month of _____ were discussed and working teams formed to investigate cost of flyers, postage and promotional items. Detailed plans will be provided and recommendations presented to the club membership at the next meeting.

Since the last report, this club has had seven visitors. Applications for membership have been received from three plus one transfer from _____ Region. Total membership now stands at 22.

Chairman

NOTE: A committee report is always written in the third person. e.g. “Your membership committee chairman reports that...” It may be signed by all members of the committee or by the chairman only. If signed by the chairman without the signature of other members of the committee, the title is used. The report is prepared in triplicate – one copy for president, one for secretary and one for file.

2. Special Committee Report Sample

The special committee appointed to investigate locations for the upcoming council meeting submits the following report:

Meeting Procedure Basics 11: Sample Committee Reports continued...

Several places were investigated by the entire committee with the following findings:

Kelly's Restaurant ... Luncheon cost ... \$8.50 including tax and tip.

No cost for meeting room.

Harold's Cafeteria ... Luncheon cost ... \$5.00 including tax and tip.

No cost for meeting room. Room noisy and hot.

Westcliff Club House ... No food facilities on premises. Catering available at cost of \$7.00 per person. Space adequate and completely private. All educational aids (slide projectors, etc.) furnished. Cost for meeting space ... \$25.00 per day.

_____ (member)

_____ (member)

_____ (member)

3. Nominating Committee Report

The nominating committee submits the following slate of officers for the year. _____

PRESIDENT

1st VICE-PRESIDENT

2nd VICE-PRESIDENT

SECRETARY

TREASURER

DELEGATE-TO-COUNCIL

Chairman

Meeting Procedure Basics 11: Sample Committee Reports continued...

4. Elections Committee Report

	Number votes cast	Number to Elect	Number Received
PRESIDENT			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
1st VICE PRESIDENT			
_____	_____	_____	_____
_____	_____	_____	_____
2nd VICE PRESIDENT			
_____	_____	_____	_____
_____	_____	_____	_____
SECRETARY			
_____	_____	_____	_____
_____	_____	_____	_____
TREASURER			
_____	_____	_____	_____
_____	_____	_____	_____
DELEGATE TO COUNCIL			
_____	_____	_____	_____

NOTE: The chairman of the Elections Committee reads the report to the assembly, hands the report to the president who repeats the votes cast and states which candidates have been elected.

Meeting Procedure Basics 11: Sample Committee Reports continued...

5. Sample Bylaws & Resolutions Committee Report

The Bylaws and Resolutions Committee submits the following proposed amendments to the _____ POWER*talk* International Club Bylaws:

Article V. Elected Officers

Section R. Vacancies:

Amend first sentence by substitution.

Present Wording

A vacancy in the office of president shall be filled by the vice-president.

Proposed Wording

A vacancy in the office of president shall be filled by special election.

Rationale

The special election would allow more members to be considered for the office of president. The vice-president could continue in present office, if not elected president, to fulfil projects in progress.

NOTE: Notice of a proposed bylaw change must be furnished to all members in writing or read at the previous regular meeting. Adoption requires two thirds ($\frac{2}{3}$) vote of the assembly.

6. Audit Report

NOTE: This sample is furnished as a guide for clubs using Robert's Rules of Order Newly Revised as a parliamentary authority. Renton Parliamentary Authority does not provide for an Audit Committee. The appointed auditor should be described in the Standing Rules.

Meeting Procedure Basics 11: Sample Committee Reports continued...

REPORT OF AUDIT COMMITTEE FOR YEAR _____

Balance on hand, August 1, _____	\$1,253.25	
Receipts		
Members' Dues	\$600.00	
Proceeds from Seminar	280.00	
	<hr/>	
Total Receipts	\$880.00	\$880.00
		<hr/>
		(Total) \$2,133.25
Disbursements		
Members Dues to Higher Levels	\$350.00	
Stationery & Printing	175.00	
Postage	50.00	
Committee Expenses	300.00	
Rental of room for seminar	245.00	
Donation to Endowment Fund	150.00	
	<hr/>	
Total Disbursements	\$1,270.00	
Balance on hand July 31, _____		863.25
		<hr/>
		(Total) \$2,133.25

All bank statements, ledger, deposit slips, cancelled cheques, etc. have been reviewed and totals are found to be correct.

Chairman, Audit Committee