

## *Simple Meeting using basic Robert's Rules of Order*

### **Call the meeting to order**

### **Welcome all board members / introduce guests**

### **Approval of minutes**

The minutes of the previous meeting have been distributed. Are there any corrections to the minutes? If there are no (further) corrections, accept a motion to approve the minutes as distributed (corrected).

### **Reports** (these are examples of how to ask)

May we have the Treasurer's report.

The chair recognizes the chairman of the Membership Committee for a report.

Does the Program Committee have a report?

### **Old Business**

Under old business, the first item of business is ...

### **New Business**

Is there any new business?

Is there any further new business?

### **Adjournment**

Since there is no further business, accept a motion to adjourn, second, vote. Then say, the meeting is adjourned.

### **Motions**

When a motion has been moved and seconded, the chair then states the question on the motion: It is moved and seconded that ... (repeat the motion)

The motion is now "on the floor" and is open to debate and action.

The question is on the adoption of the motion that (repeat or clearly identify the motion).

Those in favor of the motion, say *aye*.

PAUSE

Those opposed, say *no*.

PAUSE

The ayes have it and the motion is adopted.

OR

The no's have it and the motion is lost.