

# Pike County Skater meetings follow Parliamentary Procedure.

## Parliamentary Procedure

- Rules that keep order and fairness
- Everyone has a chance to participate, be heard, and help the group reach decisions.
- Only one person may speak at a time.
- The president announces the order of business and calls on people to speak.

## Order of Business for a Meeting

1. **Call to order** (The president officially starts meeting.)
2. **Roll Call** (The secretary takes attendance.)
3. **Reading of the minutes** – (The secretary reads minutes of the last meeting. The president asks, “Are there any additions or corrections? Pause for a moment. If not, they stand approved as read.” Or make corrections and “The minutes stand approved as corrected.”)
4. **Treasurer’s Report** (The treasurer tells how much money the group has.)
5. **Other Reports** – (Other officers or committees tell about what they’ve been doing.)
6. **Unfinished Business** (Review things that have been started at earlier meetings.)
7. **New Business** – (Talk about new ideas or activities.)
8. **Adjournment** (The president officially ends the meeting.)

## Voting by Motions:

When a decision needs to be made, one member has to start the vote by making a motion.

Member 1: “Mr. President, I move that \_\_\_\_\_.”

Member 2: “I second the motion.”

President: “It has been moved and seconded that \_\_\_\_\_.

Is there any discussion?”

After discussion is over . . .

President: “All those in favor of (repeat motion), signify by raising your hand. All those opposed, raise your hand.”

The president announces if the motion carries or fails. The secretary records which member made each of motion and the outcome of the vote.