

Type the following in one and a half line-spacing on one page. It is to be bound on the left. Follow the style indicated.

PROCEDURES FOR THE ADMINISTRATION OF A FORMAL MEETING

Before the business of a meeting starts, the chairperson checks if there is a quorum.¹ If there are not sufficient members present a meeting cannot be conducted. SA
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If the chairperson is absent, the vice-chairperson conducts the meeting. If both the chairperson and vice-chairperson are absent, the secretary calls on members to nominate someone to act as chairperson. If the person accepts, he/she will conduct the meeting. [The chairperson then instructs the secretary to read the minutes² of the last meeting if they were not circulated to members. Any corrections to the minutes are made by the secretary, after which they are adopted "as read" or "as amended". The chairperson then signs the minutes.] -1

N.P.

Matters arising out of the minutes are discussed at this stage. All questions are directed to the chairperson. Only one person speaks^S at a time after being permitted to do so by the chairperson.^P The secretary then reads the letters of apologies for absence and other correspondence and explains any points raised on papers read.

The other items on the agenda are dealt with one after the other. The secretary makes notes of what transpires during the meeting.

Any motion³ must first be discussed and proposed before being voted upon. turn

After a motion is submitted, the wording may be changed or words may be added to it. An addition to a resolution is called a rider. The motion is recorded verbatim. The names of proposer and seconder are also recorded.

→ If all the items are discussed, the chairperson closes the meeting.

If all the items on the agenda cannot be dealt with the same day, the meeting may be adjourned for another day.

1 The minimum number of members, as stated in the Standing Orders, who must be present to enable a meeting to start.

2 A written record of how a meeting was conducted and what transpired.

3 A written proposal or suggestion at a meeting for certain changes to be implemented.