

Business Session

To conduct the business session, we need to establish whether or not we have a quorum.

For the benefit of visitors and new members, I'll explain the voting rights for the business session.

- Only members can vote any matters pertaining to the running of the club (ex. Finance, purchases, etc.)
- Everyone can vote on any matters pertaining to the present meeting, such as extension of time or awards (best speech, etc).

Apologies

Do we have any listed apologies?

Are there any other apologies for this or future meetings?

Can I call for a mover that the apologies be accepted?

A seconder

All those in favour, say aye

All those against, no

Declare the motion carried

Minutes

Please review the previous meeting's minutes for 60 seconds.

Do we have any amendments?

Do we have a mover that the minutes for meeting _____ be received as read as circulated (or amended) and confirmed?

A seconder

All those in favour, say aye

All those against, no

Declare the motion carried

Is there any **business arising** from the minutes?

[If there are **new motions**]

Do we have a mover for the motion that _____ be received?

A seconder

All those in favour, say aye

All those against, no

Declare the motion carried

Inwards correspondence

Do we have inwards correspondence?

[If yes] Do we have a mover for the motion that the inwards correspondence be received?

A seconder

All those in favour, say aye

All those against, no

Declare the motion carried

Is there any **business arising** from the inwards correspondence?
If yes, follow new motions above.

Outwards correspondence

Do we have outwards correspondence?

[If yes] Do we have a mover for the motion that the outwards correspondence be endorsed?

- A seconder
- All those in favour, say aye
- All those against, no
- Declare the motion carried

Reports

Do we have any executive reports? Please note we only accept reports in written form.

[If yes] Do we have a mover for the motion that the _____ report be received?

- A seconder
- All those in favour, say aye
- All those against, no
- Declare the motion carried

Note: If there are any changes to received reports, a new motion will be required for the adoption of changes.

Motions on notice

Do we have any motions on notice?

[If yes] Do we have a mover for the motion that _____?

- A seconder
- All those in favour, say aye
- All those against, no
- Declare the motion carried

Note: Any non-regular motions

- Ensure we have a mover and seconder for the motion to be received.
- But if a person proposes an amendment, first vote on the amended motion
- Should it pass, then vote on the **amended** motion as a whole.

General business

Is there any general business? [ask 3 times]

[If no] I declare the business session closed.