

# Business Session Chair

**Prerequisite:** Completion of 3 manual speeches

**Time:** 10 Minutes

**Objective:** Judiciously exercise parliamentary procedure in conducting an effective and efficient business meeting

## Preparation:

- ✓ Check which officer wants to give a report
- ✓ Having a prepared agenda and establish which reports will be given prior to the meeting will help you greatly.
- ✓ Stand at the front of the room (at the lectern if possible)
- ✓ Instruct a person if they are out of order
- ✓ Discuss the issue of quorum before hand
- ✓ Extend Business session by a specific time if necessary
- ✓ Ask someone to make a motion

## Guideline for the Business session:

1. Declare the business session open for 10 minutes
2. Establish that procedure will follow Robert's Rules of Order
3. Instruct the timekeeper (green lights at 8 minutes, yellow at 9 and red at 10)
4. Ask the secretary if there is a quorum present.
5. Ask the secretary to confirm the Minutes were circulated to members at least two (2) days before the meeting via email; and if not, to read the minutes of the last meeting.
6. Ask the assembly if there are any additions or corrections to the minutes as read or circulated.
7. Accept the minutes as read, circulated or amended.
8. Ask if there is any discussion arising out of the minutes
9. Ask for the officers reports:
  - President
  - Vice President of Education
  - Vice President of Membership
  - Vice President of Public Relations
  - Secretary
  - Treasurer
  - Sgt. at Arms
  - Past President
10. Ask if there is any business arising from the officer reports
11. Ask if there is any old business.
12. Ask if there is any new business.
13. Ask if there is any education business.
14. Close the **business session** and return control of the meeting to the President or Chairman.