



# SAMPLE MEETING PROCEDURES

## Ordinary Meetings

1. Welcome by the chairperson.
2. Chair calls for apologies and acknowledges any written apologies received. Attendees are noted.
3. Minutes of the previous meeting are then either read by the secretary or, if they have been previously circulated, taken as read. Any corrections are then made and, either as originally considered or as amended, they are moved and seconded as a true and correct record of the previous meeting. The mover, seconder, and the participants who vote on the motion must have been present at the previous meeting. When approved, the chairperson signs the minutes.
4. Any business arising from these minutes is then considered.
5. The treasurer then gives the financial report which is then moved and seconded for adoption.
6. The secretary presents all the correspondence received by the organisation and presents the outgoing responses which in many cases will only be an acknowledgment pending the discussions to take place at the meeting. Matters from this correspondence that need the attention of the meeting are normally considered under general business.
7. Reports from any sub-committees are then considered. These are moved and seconded, in each case, for acceptance and/or adoption by the meeting. Matters requiring resolution from these reports may be considered under general business or deferred until a future meeting.
8. General business is then conducted.
9. When this is completed, the date of the next meeting is set and the meeting is formally closed. *Note: the minutes of the meeting normally record both the time the meeting started and the time it closed.*

