

BUSINESS CHAIRMAN

Time: 20 minutes

Green	15 mins
Amber	17 mins 30 secs
Red	20 mins

RESPONSIBILITIES

To conduct the formal part of every Club meeting, that is, the business session. Listed below is a GENERAL guide only as to how a "typical" business session should proceed.

UPON ARRIVAL:

- Inquire with each member of the Executive as to whether they have a report
- Establish with the VP Membership the number of people needed for a quorum

BUSINESS SESSION:

Wait for the control of the meeting to be passed to you by the Toastmaster for the evening. You may conduct the session from either the lectern or from where you are located in the meeting.

Once you have decided this, you have the further option of conducting the Business Session either standing or sitting. If you desire to sit, then state "by the leave of the meeting I shall conduct the business session from the seated position".

Quorum:

A quorum is required to conduct the business meeting. A quorum is 50% + 1 of the total active members of the Club. There is no need to inform the meeting that there is a quorum. By commencing the meeting you have shown that a quorum exists.

Welcome:

- "Thank-you and welcome to the Business Session for Meeting No. _____"
"By the leave of the meeting I shall conduct the business session from the seated position".

Apologies:

- Call for any apologies, firstly from the Secretary, and then from the members:
"Madam Secretary, do you have any apologies for absence?"
"Are there any further apologies?"
- Call for a motion:
"I call for a motion that the apologies, as stated, be accepted".
- Call for a seconder of the motion.
"I call for a seconder to the motion".
- Discussion may be conducted.
- Ask the members to **VOTE** on the motion, both **FOR & AGAINST**:
"Those in favour of the motion please raise one hand".
"Those against the motion please raise one hand".
- Announce the **result** so that it may be recorded by the Secretary:
"The motion is carried" or "The motion is defeated".

Minutes:

- Ask the Secretary to read the minutes of the **PREVIOUS** meeting:
"Madam Secretary, would you please read the minutes of meeting number ____ of .../.../..."
- Ask if there are any corrections or additions to the minutes:
"Are there any corrections or additions to the minutes?"
- Call for a motion:
"I call for a motion that the minutes of the **previous** meeting be signed as a true and correct record".
- Call for a seconder of the motion:
"I call for a seconder to the motion".
- Ask the members to **VOTE** on the motion, both **FOR & AGAINST**:
"Those in favour of the motion please raise one hand".
"Those against the motion please raise one hand".
- Announce the result so that it may be recorded by the Secretary:
"The motion is carried"

Business arising from the Minutes:

- Handle any business arising from the minutes at this stage, unless you know that it will be separately handled later in the reports or motions on notice:
"Is there any business arising from the minutes of the previous meeting?"

Correspondence:

- Ask the Secretary if there is any inward or outward correspondence:
"Madam Secretary, is there any inward or outward correspondence?"
(If there is, have the Secretary inform the meeting of details)
- Call for a motion:
"I call for a motion that the inwards correspondence be **received** and the **outwards** be adopted."
- Call for a seconder of the motion.
"I call for a seconder to the motion".
- Ask the members to **VOTE** on the motion, both **FOR & AGAINST**:
"Those in favour of the motion please raise one hand"
"Those against the motion please raise one hand"
- Announce the result so that it may be recorded by the Secretary:
"The motion is carried"

Business arising from the Correspondence:

- Handle any business arising from the correspondence, unless you know that it is to be covered later in a report by a member of the Executive, or as a separate item of business:
"Is there any business arising from the correspondence?"

Reports:

- As stated before, ask the Executive members before the meeting if they have any reports and whether they are verbal or written.
- Ask for the reports to be delivered in the following order:
 - ❖ Treasurer
(Immediately after presenting his/her report the Treasurer moves "that the Treasurer's report be adopted and the accounts as presented be passed for payment".)
 - ❖ President
 - ❖ Vice-President Education
 - ❖ Vice-President Membership
 - ❖ Vice-President Public Relations
- Call for a motion:
"I call for a motion that the reports be accepted"
- Call for a seconder of the motion (as per previous)
- Ask the members to **VOTE** on the motion, both **FOR & AGAINST** (as per previous)
- Announce the result so that it may be recorded by the Secretary (as per previous)

Business arising from the Reports: Handle any business arising from the reports by asking the relevant member of the Executive to respond to the query of the member.

General Business: Ask the Secretary if there are any Motions on Notice or on the Table. If so, these motions should be handled before any other general business.

Close of the Business Session: After all matters have been dealt with, declare the session at an end and then hand control of the meeting back to the Toastmaster.

HINTS ON CONDUCTING THE BUSINESS SESSION

- Remember the main components of a Business Meeting (ie Quorum, Apologies, Minutes, Correspondence, Reports and General Business) with the phrase "**Quick And Mighty Cats Really Go Bush"**
- **YOU** are in control of the session, and as such, respect is to be given to you by all the members
- Call the meeting to order if you feel that the correct amount of respect is not being given to the Chair - e.g. a number of people are talking at once
- Every speaker should address you as Chairman, and not direct their question/comment straight to the third party
- Next to Table Topics, this is the part of the programme that causes most members anguish. To overcome this, it may help to discuss the Business Chairman's role with the Club Parliamentarian, before the meeting.
- An alternative is to sit next to an experienced member or the Parliamentarian, and conduct the session from your location in the room
- At the start of the Business Session ask the members to stand and state their name, when they move or second a motion. This helps the Secretary to take accurate minutes
- Keep an eye on the Secretary during the session, and if need be, slow the pace of the meeting down (or ask members to speak slowly). This also enables the Secretary to take an accurate an record of what was said
- Points of order are handled only by the Chairman

COMMON MOTIONS:

Extend the Business Session: "That the business session be extended at the discretion of the Chairman." Only a mover is needed for this, and it is then put to the vote.

Quorum not present at the previous meeting: "That the business transacted at the previous meeting be endorsed." A mover and seconder is required.

NOTES ON MOTIONS:

- ** Motions should be specific, unambiguous and commence with "**THAT**"
- ** It **MUST** be in writing and given to you, as Chairman, when moved

Procedure of a Motion:

- The mover of the motion formally moves the motion
- If necessary, the mover then explains their motion
- You decide if the motion satisfies the two ** points above
- You, as Chairman, then ask if there is a seconder to the motion. If there is none, the motion lapses and cannot be voted upon. (This does not apply to procedural motions - e.g. "That the motion be put.")
- The seconder may speak then or, reserve their right of reply - i.e. to speak at some later time. In any event ask the seconder if they reserve
- Ask for any speakers **against** the motion and then **for** the motion. Continue to alternate until you feel that the debate has covered all issues and that members are informed enough to be able to clearly vote
- A person may only speak once during a debate on any motion
- A mover/seconder may withdraw their support for the motion at any time. Before the vote, ask the mover whether they wish to reply. This is then the close of the debate
- As Chairman read the motion again, with any amendments, and put it to the vote. Ask the members to vote **FOR & AGAINST**, "by raising one hand".