



Parliamentary Procedure – Order of Business

Sometimes people are intimidated by Robert's Rules of Order. Here are two simplifications of the Order for Toastmasters Business Meetings.

Club Business Meeting

Date

Location

- Call to order and opening ceremonies
 - Invocation (optional)
 - Pledge of allegiance (optional)
 - Inspiration (optional)
 - Welcome, and introductions of important guests and visitors
- Determination of a quorum (roll call may be used if customary)
- Reading and approval of minutes, correspondence
- Treasurer's report
- Other club officer reports
- Committee reports (standing committees, special committees)
- Unfinished business
- New business
- **Educational program** (alternatively, the club may choose to move the educational program forward in the agenda - after the call to order - and then reconvene the business of the club following the educational program.)
- Announcements
- Adjournment



District Business Meeting

Date
Location

- Call to order and opening ceremonies
 - Inspiration
 - Reading of the District mission
 - Welcome, introductions of VIPs
 - Introductory remarks
- Credentials committee report and determination of a quorum
- Adoption of meeting rules and agenda
 - Instructions for delegates on the casting of ballots
 - Appointments (tellers, timer)
- Reading and approval of minutes of the last meeting and reading of correspondence
- Officer reports
- Committee reports (nominating, realignment, audit, etc.)
- Special orders – important business previously designated for consideration at this business meeting
 - Elections of district officers (spring convention)
 - Voting on proposals
 - Announcement of results
 - Presentation of elected district officers
- Unfinished business
- New business
- Announcements
 - Date and place of next meeting
- Adjournment