

PRESIDENT

- Open meeting: welcome TM's and guests.
Tip: write down the names of guests, so you can invite them to comment on the meeting if the TM did not.
- Call on TM for Invocation
- Business Meeting:
Ask: Secretary, will you please read the minutes of last week's meeting.
Say: Can we have a motion to accept the minutes as read?
All in favor say "aye."
All opposed say "nay."
The motions carries.
- Ask: Is there any Old Business?
- Ask: Is there any New Business?
If there is a motion on the floor ask:
Does anybody move to accept the motion?
Does anybody second the motion?
Is there any discussion?
All in favor say AYE.
All opposed say NAY.
The motion carried.
- Introduce Toastmaster of the Evening
(Toastmaster will relinquish control of the lectern to you towards the end of the meeting.)
- Give out Awards:
The winner of Table Topics...
The best evaluator is...
The most improved is...
The Best Speaker is...
- Acknowledge Guests and ask them to comment on meeting and/or what brought them to your club.
* If time permits, you may go over next week's schedule or call on the VP Education
- The meeting is adjourned! Have a joyful week!

Motions:

The basic process is:

- Someone is **Recognized** by the **President**.
- Once recognized, the person makes a **Motion**. For example: "I move that we have a pizza party at our next meeting!"
- If someone else agrees that this is a good motion, they will **Second** the motion. Without a second, the motion immediately dies.
- If the motion is seconded, then it can be discussed (it is now "on the floor").
- Someone can also **Amend** the motion. (Such as "I move that we amend the motion to require our club president to pay for all the pizza!") Technically, an amendment is a secondary motion.
- There can only be TWO amendments to a motion. Otherwise, it could be amended to death.
- There can only be one motion on the floor at a time.

- Eventually, once discussion is over, then the motion is **Voted** on. (All in favor, 'Aye'. All opposed, 'Nay.'

- Majority rules.

Thank you TM Jean Robor for creating this cheatsheet!

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