

TABLE C:
**CONDUCTING A
 MEETING AS CHAIR**

CALL TO ORDER	[Stand] The meeting will come to order.
OPENING CEREMONIES OR EXERCISES	The invocation will be given by The singing of the national anthem will be led by The Pledge of Allegiance will be led by
READING AND APPROVAL OF MINUTES	The Secretary will read the minutes. [Chair sits, Secretary stands.] [After minutes read:] Are there any corrections to the minutes ? ... If there are no [further] corrections, the minutes are approved as read [corrected].
OR, if minutes distributed before meeting	The minutes of the previous meeting have been distributed. Are there any corrections to the minutes? ... If there are no [further] corrections, the minutes are approved as distributed [corrected].
REPORTS	[EXAMPLES:] May we have the Treasurer's report. The chair recognizes the chairman of the Membership Committee for a report. Does the Program Committee have a report?
UNFINISHED BUSINESS	Under unfinished business, the first item of business is the motion relating to ..., which was pending when the last meeting adjourned. The question is on the adoption of the motion [stating the motion]. The next item of business is
NEW BUSINESS	Is there any new business? Is there any further new business?
ADJOURNMENT	Since there is no further business, [pause, stand, and resume slowly] the meeting is adjourned.