

Business Meeting Agenda

1. Call to Order
2. Opening / Welcome
3. Apologies
4. Quorum
5. Agenda
6. Minutes of previous Meeting
7. Matters arising from previous meeting
8. Correspondence
9. Officers bearers Reports
 - a. Immediate past President
 - b. Sergeant-at-Arms
 - c. Secretary
 - d. Treasurer
 - e. VPR
 - f. VPM
 - g. VPE
 - h. President
10. Nominations Committee Report
11. Election of New Officers
 - a. President
 - b. VPE
 - c. VPM

- d. VPR
- e. Treasurer
- f. Secretary
- g. Sergeant

12. New Business

- a. ...
- b. ...
- c. ...

13. General

- a. ...
- b. ...
- c. ...

[Ask Secretary to conduct a roll-call for Quorum before meeting starts]

1. Call to Order

President:

The regular meeting of the Golden Gavel Advanced Toastmasters will come to order.

2. Opening / Welcome

Ladies and Gentleman it is the custom to conduct this meeting in a seated position. If there are no objections, I will do so.

Welcome to the Business Meeting of Golden Gavel Advanced Toastmasters Club. I will be your business chairman for this meeting.

Mr/Madam Timekeeper please indicate if the time is 20min

3. Apologies

Mr/Madam Secretary is there any apologies. (Secretary read the Apologies)

4. Quorum

Madam Secretary Do we have a Quorum.

Ladies and Gentleman, we have a Quorum so we can continue with the Business Meeting.

OR

Ladies and Gentleman, we do not have a Quorum so we can continue with the Business Meeting but any passed resolutions will have to be put to the full membership by email for final ratification.

5. Agenda

Are there any matters which you wish to add to tonight's agenda

[If there is a motion, ask them to write it clearly starting with "I Propose that"

[I Propose that]

Ladies and Gentlemen this is our agenda for this meeting.

6. Minutes of previous meeting

The Minutes have been read or have been taken as read.

Are there any corrections?

[Hearing none]

If there are no corrections [further corrections] – The minutes stand [are] approved [approved as read] [approved as correct] by unanimous consent

OR

Are there any corrections?

Are there further corrections?

[this is repeated until there are no further corrections.]

[Hearing none]

If there are no corrections [further corrections] – The minutes stand [are] approved [approved as read] [approved as correct] by unanimous consent

District 74 • Where Leaders Are Made

Golden Gavel Advanced Toastmasters Club Business Meeting Script by Johann du Rand and Tim Knights

7. Matters arising from previous meeting

Are there any matters arising from the previous minutes

[Discussed first in order which they are received.]

[Ask the Secretary to read the Motion before discussion...]

8. Correspondence

Mr/Madam Secretary, is there any correspondence the club needs to consider?

[Secretary presents any official correspondence not requiring action]

Yes – Madam Secretary can you please read the correspondence to the club

No – Thank you Madam Secretary

9. Officers bearers Reports

[All reports have been mailed 1 week in advanced]

Do any officers have report to make . . .

No Reports – Continue

[If there are Reports do in following order]

Immediate Past President

Sergeant-at-Arms

Secretary

Treasurer

VP Public Relations

VP Membership

VP Education

President

Ladies and Gentleman, is there any discussion of that report?

[If any report leads to a motion – deal with it as HANDLING MATTERS]

Thank the Officers

10. Nominations Committee Report (District Level)

Does the nomination committee have report to make . . .

No Reports – Continue

11. Election of New Officers

In Order

President

VP Education

VP Membership

VP Public Relations

Treasurer

Secretary

Sergeant-at-Arms

We have 1 nominee for the office of (president) _____
Are there any nominations from the floor? Are there any nominations from the floor? Are there any nominations from the floor?

[If none] There being no further nominations, I declare nominations closed for the Office for (President).

Madam Secretary please cast 1 vote for _____ for (President)

[When 2 Candidates - then announce two minute speech by each candidate]

[Conduct secret ballot process]

[Jump to next committee election while ballots are being counted]

[Return to other offices when office winner has been announced]

12. New Business

First Point on the New Business is:

[These are only example of what can be voted on]

L&G, you have all received email regarding

I would like to hear 1 proposer to speak for 1 min as to why we should ...

May I now ask the proposer of the to address us?

Thank You

Will the proposer of please address us?

Thank You

Will the proposer of please address us?

[Once they have spoken, you will each give a vocal vote followed by showing of hands if necessary]

Second Point on the New Business is:

.....(Name), I will allow you 1 min to speak about the.....

Third Point on the New Business is:

[This is only a example of what can be voted on]

Ladies and Gentleman, the position of VPE has become vacant and needs to be filled. We have had the following nominations

- 1.
- 2.
- 3.

[After each name ask the person in the audience whether he/she is willing to stand as a candidate]

.....(Name) are you willing to stand for VPE

[If answer is NO, you simply say]

Ladies and Gentleman, that name falls away.

[If the answer is YES, You read the next name and repeat the process]

[When all the names have been read, you ask]

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Are there any nominations from the floor?

[If a name is proposed, you ask if he or she is willing to stand for VPE]

Are there any further nominations?

[If a name is proposed, you ask if he or she is willing to stand for VPE]

[If there is none, you will say]

Ladies and Gentleman, the nominations are now closed and we will proceed to vote.

We will now vote for the new VPE. By secret ballot.

Everybody Voting for please raise your hands

Everybody Voting for please raise your hands

[Read the counts out and congratulate the new VPE]

a. Handling a Matters

Madam Secretary Can you read the [First] Proposal [Motion]

Does the Proposal [Motion] have a Seconder

We will now discuss the Proposal [Motion] Mr/Mdm [Proposer] I will allow you 2min to speak in favor of the Proposal [Motion]. Mr/Mdm Timekeeper, a Green light, please, on 1min, a yellow light on 1.3min, and a red light on 2min, which time you may conclude the sentence that you are busy with

Does anybody which to speak AGAINST the Proposal [Motion]? [If so same as above]

[Anybody Else speaks for 1min]

We will now vote on the Proposal [Motion]. By showing of hands.

Everybody in favor of the Proposal [Motion]

Everybody against the Proposal [Motion] [Read the counts out]

13.General

- a.
- b.
- c.
- d.

The date of the next meeting is

14.Meeting Adjourned

Thank You Ladies and Gentlemen the meeting is now adjourned until

Proposal to Extend the Meeting

Ladies and Gentleman we have run out of time, I propose that we extend the meeting with 5min

Are you all happy with that?

Agreed by unanimous consent

Yes - Thank you, Mr/Mdm Timekeeper the business meeting will be extended with 5 more min.

No - Ladies and Gentleman the motion have failed and the business meeting will now be closed.