

# Sample Meeting Procedure

(For WMF Business Meetings)

The President should be acquainted with the local constitution. Before the day of the meeting have well in mind the planned program and the proper order. It is recommended to have a written agenda so that you can preside with greater ease. Give yourself plenty of time before the meeting so you do not feel rushed in any way.

## START ON TIME

### A. Sample agenda:

1. Call the meeting to order.
2. Opening Prayer.
3. Devotions
4. Secretary Reads the Minutes from the last meeting.
  - a. Ask for any corrections to the minutes
  - b. "If there are none the minutes are approved as read."
5. Treasurer's Report
6. Call for any committee reports.
7. Correspondence to be shared.
8. Unfinished business.
9. New business.
10. Announcements
11. Motion to adjourn or the President might adjourn the meeting.

## STOP ON TIME

### B. When a motion is made,

1. The person who desires to place a motion states her desire.
2. The motion must be seconded.
3. The motion is repeated.
4. The chairman asks for discussion on the motion.
5. When discussion is completed the chairman will take the vote.
6. The chairman announces the vote result.

### C. When it comes time for nominations,

1. The nominating committee makes their report.
2. The chairman will then:
  - a. announces the nominees from the committee with the position that they are being presented for.
  - b. The chairman asks for further nominations (each position done separately).
  - c. If there are no further nominations, the chair declares nominations ceased.
  - d. A motion to close nominations must have a 2/3 vote in the affirmative.
3. Balloting

**Whatever your hand finds to do, verily, do it with all your might  
(Ecclesiastes 9:10)**