

**Order of Business** → **Agenda** → **Program**

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## Which Parliamentary Procedure?

To understand parliamentary procedure as it applies the association, determine the conditions under which the association operates under *Robert's Rules of Order Newly Revised* 11<sup>th</sup> Edition, by answering the following questions.

- 1 The deliberative assembly is
  - a a mass session
  - b a session of the members**
  - c a convention
  - d a legislative body
  - e a board
- 2 The members attending the sessions are about
  - a 12 or so
  - b 15 to 30**
  - c 50 to 100
  - d more than 100
- 3 The sessions are held periodically, at recurring intervals
  - a monthly**, every 2 months, every 3 months
  - b every 4 months, 6 months..., 12 months, or greater
- 4 The sessions consist of
  - a one meeting**
  - b two or more meetings
- 5 The sessions are of
  - a one day**
  - b more than one day
- 6 The members, customarily, are
  - a amicable, have mutual respect
  - b contentious, have no mutual respect

If the selections are different, the parliamentary procedure applicable is different.

If the meeting is a committee meeting, not a deliberative assembly, the parliamentary procedure applicable is different.

# The Agenda

## **I The Duty**

- A It is every member's duty to notify the secretary of any reports they have to present at the next meeting, or of any motions they intend to offer at the next meeting.
- B It is a duty of the secretary to review the governing documents to prepare, prior to each meeting, an agenda for the use of the presiding officer, showing in their exact order, under the correct headings, all matters known in advance that are due to come up and—if applicable—the times for which they are set.
- C It is the duty of the presiding officer and the secretary to confer on the agenda prior to the next meeting.

## **II The Preparation**

- A The secretary works with
  - 1 the presiding officer,
  - 2 the treasurer,
  - 3 the committee chairs, and
  - 4 the members.
- B The secretary obtains information from
  - 1 the order of business,
  - 2 the minutes of the previous meeting,
  - 3 the bylaws, and
  - 4 the special rules of order.
- C The secretary emails the agenda to the members

## **III The Adoption**

- A The presiding officer uses general consent
  - 1 to offer last minute items to be added,
  - 2 to adopt the agenda, or
  - 3 to adopt the agenda as amended.
- B The presiding office, if there is an objection
  - 1 states there is an objection, and
  - 2 presents the agenda for amendment and adoption.

## §41 Order of Business → Agenda → Program

### **I basically**

#### A ...for the session

- 1 order of business for the session
  - a established list that specifies the sequence in which certain general types or classes of business are to be brought up or permitted to be introduced 02522
  - b established sequence in which business shall be taken up at a session 35122
  - c order of business specifies a sequence in terms of certain general types or classes of business 35125
  - d see standard order of business used at regular monthly sessions that last about an hour 02605 & 35310
- 2 agenda for the session
  - a an order of business with specific motions, reports, and other such items inserted under the headings
  - b a standard order of business containing more details used at monthly sessions or quarterly sessions
- 3 program for the session—an all-inclusive list of business and other events both inside and outside of the session including times

#### B Procedure For Adoption 37211

- 1 An agenda is adopted at the outset of a session and covers the entire session.
- 2 At a session
  - a having no adopted order of business, an agenda is followed as a guide pending its adoption by majority vote, even if it contains special orders.
  - b that has an order of business, an agenda can be adopted by a majority vote only if it does not create any special orders and does not conflict with the existing order of business; otherwise, a two-thirds vote is required.

#### C Relative terms

- 1 the terms order of business, agenda, and program relate primarily to the business of an entire session,
- 2 the same terms are also applied to a part of the whole 35202

## §41 Order of Business → Agenda → Program

- D call to order 026fn
  - 1 the order of business is separate from the procedure of calling a meeting to order, which is not part of the order of business
  - 2 a meeting opens by being called to order even when it has no established order of business
  - 3 additional "calls to order" may occur during the order of business at various times not specified in advance, if the assembly takes a recess or adjourns to a future time before the order of business is completed
- E ...ceremonies or other opening ceremonies 02517  
...ceremonies... are not regarded as business 60922

### **II taking up an order out of its proper order 36308**

- A reconsider the vote on the motion to \_\_\_\_\_ 37016
  - 1 by member who voted with prevailing side 31528
  - 2 at the same meeting 31622
- B suspend the rules
  - 1 take up any item of business out of its proper order 36309
  - 2 by a two-thirds vote 36311
- C lay on the table
  - 1 a desired question before it is completed 36315
  - 2 a series of desired questions before completion, one at a time 36328
- D postpone to a certain time
  - 1 the items as they arise 36331
  - 2 to
    - a later in the meeting
    - b the next meeting if time interval no more than quarterly 18311



**III order of the day 36416**

- A a particular 36417
  - 1 subject,
  - 2 question
  - 3 item of business
- B set in advance 36418
  - 1 by
    - a giving notice
    - b postponement
    - c motion
    - d bylaw
    - e adopting an agenda with 37117
      - i subjects with assigned hours 37119
      - ii subjects with no assign hours 37123
  - 2 to be taken up during 36418
    - a a session
    - b a day
    - c a meeting
    - d an hour
  - 3 provided no business having precedence over it interferes 36420
- C time interval between meetings
  - 1 more than quarterly, cannot make order of the day for the next meeting 36421
  - 2 quarterly or less than, can make order of the day for the next meeting 36424

**IV key points**

- A it is the duty of the chair to announce in proper order 44927
  - 1 the business that comes before the assembly or
  - 2 becomes in order in accordance with
    - a the prescribed
      - i order of business
      - ii agenda
      - iii program
    - b existing orders of the day
- B the priority of an order is based on three things
  - 1 the class of the order
    - a special
      - i *The* special
      - ii a special
    - b general
  - 2 the ordinal number of the order
  - 3 the hour before which the order cannot be taken up

**V *The special order* for the meeting 37101**

- B taken up as soon as minutes are approved 37106
- B remaining order of business not taken up until **the** special order disposed of 37107
- C at the time a matter is made **the** special order
  - 1 any special orders made earlier likely to conflict with **the** special order should be amended to different times 37111
  - 2 if the conflict is neglected, **the** special order has precedence over any other special order 18804

**VI a special order**, rules of precedence affecting... 36911

- A set for a particular hour cannot be considered before that hour
- B when the hour arrives the special order automatically interrupts any business pending except 36914
  - 1 a motion relating to adjournment 36916
  - 2 a motion relating to recess 36916
  - 3 a question of privilege 36916
  - 4 a special order made before the special order set for the present hour 36917
  - 5 **the** special order 36918
- C when in conflict 36923
  - 1 precedence is the order in which made 36924
  - 2 even when special orders made later are set for earlier hours 36926
  - 3 when made at the same time 36929
    - a for the same hour, rank in order in which listed in the motion 36930
    - b for different hours
      - i each has preference at the hour set for its consideration 36932
      - ii and interrupts the pending question
      - iii even if that pending question is a special order

**VII a general order,** rules of precedence affecting... 36725

- A set for a particular hour cannot be considered before that hour 36726
- B does not suspend any rules 36731
- C can be taken up only when 36801
  - 1 no other business is pending
  - 2 the category of general orders has been reached or passed
  - 3 no special order interferes...
  - 4 no general order made before this order was made remains un-disposed of, unless such other general order was set for a time that has not arrived [e before d is intentional]
  - 5 no reconsideration that may then be moved or called up interferes [d after e is intentional]
- D is announced as soon after the designated hour as 1, 2, 3, & 5 are met 36814
- E several general orders
  - 1 made for the same time, are taken up in the order made 36904
  - 2 made for the same time in the same motion, are taken up in the order listed 36905

**VIII taking up topics in an agenda** 37317

- A When the assigned time for taking up a topic in an agenda arrives, the chair announces that fact 37317
- B Then she puts to a vote 37319
  - 1 any pending question without allowing further debate 37320
  - 2 unless someone immediately moves to 37320
    - a lay the question on the table, without debate 37321
    - b postpone it, without debate 37322
    - c refer it to committee, without debate
- C The chair should also recognize the motion to extend the time for considering the pending question 37325
  - 1 seldom desirable
  - 2 often unfair to the next topic

# Local Benevolent Association Inc., Minutes December 7, 2000

- Call to order

A quorum being present President Gorham called the regular meeting of the Local Benevolent Association to order on December 7, 2000 at 7:00 p.m.

- 1 Approval of the Minutes

- The minutes of the November 2 meeting were approved as distributed.

- 2 Reports of Officers, Boards and Standing Committees

- Financial report

Starting Balance Nov 1 <sup>st</sup>	\$13,476
Receipts	\$ 3,728
Disbursements	\$ 2,176
Ending Balance Nov 30 <sup>th</sup>	\$15,028

A detailed report was submitted to the secretary.

- Member Johnson chair of the membership committee reported we currently have 180 members on the roster.
- Member Langdon on behalf of the Public Relations committee moved we write a letter to the governor elect requesting the Association's president perform the gubernatorial swearing in ceremonies. Postponed and made *thee* special order for the January meeting.

- 6 New Business

- Motion by Member Rutledge to approve the new membership directory. Postponed to the January meeting and made a special order for 7:30 p.m.
  - Motion by Member Bedford that a committee of three carpet the office of the secretary at a cost not to exceed \$600.00 Adopted. President Gorham appointed members Blount, Spaight, and Dayton to the committee.
  - Motion by Member Read That we hold the inaugural dinner at the \_\_\_\_\_. Postponed to the January meeting and made a special order for 7:15 p.m.
  - Motion by Member Carroll to purchase a new lawn mower for \$295.87 was adopted. The president directed Member Bedford to pick up a check from the treasurer, purchase the mower and submit the receipt.
  - Motion by Member Jenifer to purchase a new laptop at a cost not to exceed \$1000 was postponed until the next meeting.
  - Motion by Member Pinckney to hold the 1<sup>st</sup> annual picnic at Burba Park in June of 2001.
  - Motion by Member McHenry to adjourn. Adopted.
  - President Gorham adjourned the meeting at 7:30 p.m.
- Secretary Franklin took the minutes.
  - Adjourn

*Approved*

*January 4, 2001*

*Member Franklin*



“It ain’t what you don’t know that gets you into trouble.  
It’s what you know for sure that just ain’t so.”  
Mark Twain

RONR (11<sup>th</sup> ed.), p. 16, ll 21–27.

When a society or an assembly has adopted a particular parliamentary manual—such as *Robert's Rules of Order Newly Revised*—as its authority, the rules contained in that manual are binding upon it in all cases where they are not inconsistent with the bylaws of the body, any of its special rules of order, or any provisions of local, state, or national law applying to the particular type of organization.

RONR (11<sup>th</sup> ed.), p. 353, ll. 5–22.

BASIC HEADINGS COVERING BUSINESS PROPER. The customary or "standard" order of business comprises the following subdivisions:

- 1) Reading and Approval of Minutes
- 2) Reports of Officers, Boards, and Standing Committees
- 3) Reports of Special (Select or Ad Hoc) Committees
- 4) Special Orders
- 5) Unfinished Business and General Orders
- 6) New Business

In organizations that have adopted this book as parliamentary authority and that have not adopted a special order of business, this series of headings is the prescribed order of business for regular meetings, unless the periods intervening between consecutive regular meetings are usually more than a quarterly time interval.