

Rostrum Club 19

Notes For Guidance/Assistance of Chairman at Club Meetings

1. Opening the Meeting

- (1) Stand to welcome members and visitors to the meeting.
- (2) I now declare meeting number of Rostrum Club 19 open . (The meeting number is shown on the Agenda)
- (3) Ask members to stand for the loyal toast – “*Long live Rostrum And Club 19*”.

2. Apologies from Absent Members

- (1) Read any apologies listed on the agenda.
- (2) Call for apologies on behalf of absent members – always start with the side on which the President is sitting – eg if the President is sitting on your left, call for left first and then right.

3. Visitors

- (1) If any visitor(s) present, ask member(s) to introduce their visitor(s). Note visitors names on the agenda.
- (2) After all visitors have been introduced, stand and welcome them to the meeting by name (first name only).
- (3) Sit down after welcome, then explain to visitors that they are welcome to participate in the meeting except in voting in Club business, but they will not be called on to speak. (This explanation would not be given if the visitor had previously been to a club meeting.)

4. Critic

Introduce the Critic – speaker/Freeman and ask members to make him/her welcome.

5. Pertinent Question

- (1) Explain to visitors that this is an exercise in impromptu speaking in which a prepared question on a topical issue is asked by a member and other members will be nominated to answer the question.
- (2) Now call on speaker to pose the pertinent question. You may be given a copy of the question before the meeting – if not, write it down.

6. Answers to the Pertinent Question

- (1) The number of speakers to be selected will be shown on the agenda (usually 3).
Speakers called on to answer the question should be selected in the following order :
 - (a) speakers listed on the agenda (if any)
 - (b) at random from speakers presentIf possible, avoid selecting any speaker who is rostered to do something else at the meeting.
- (2) Repeat the question, then call on speaker to answer the pertinent question. Call on additional one or two speakers in succession as noted in the agenda.

7. Club Business

- (1) Open the meeting for Club Business. Ask President if he/she has any Club Business first, then allow any other member to bring up an item for comment.
- (2) When no other member rises , declare Club business closed.

8. General Business

- (1) Open General Business. Explain to visitors that this section of the meeting is an exercise in meeting procedures and any decisions made are not binding on the club.
- (2) If the member listed on the agenda to move a substantive motion does not rise, ask him/her if he/she has a general business motion. If the nominated member is not present, ask if any other member wishes to propose a motion. If no one rises to speak, you can close general business.
- (3) If you have not been given a copy of the motion before the meeting, write the motion down exactly as it is moved. If unsure, ask the mover to repeat the motion.
- (4) Once the motion is clarified, ask if there is a seconder to the motion.
- (5) After the motion has been seconded, call for a speaker against the motion and then for further speakers alternately for and against. Remember that no speaker can speak twice to the motion.
- (6) Do not ask for an amendment, even if one is listed on the agenda. It is up to the person wanting to amend the motion to stand and propose it.
- (7) If an amendment is proposed, it may only add to or subtract from the original motion and must not change the intent of the motion. Write down the wording of the proposed amendment. If the amendment is acceptable, call for a seconder, then for speakers against and for in succession.
- (8) When debate on the amendment ceases, or you think there has been enough debate, say *"I am now going to put the amendment to the vote."* Read out the text of the amendment and then say *"Those in favour of the amendment say aye"* (pause) *"Those against say no"*.
- (9) After the vote on the voices, declare the result based on your view as to the strength of the voices. Say either that *"I think the ayes have it."* or that *"I think the noes have it."* Then pause. If there is dissent with your declaration call for a show of hands. It is strongly suggested you appoint two tellers, who will count the vote. Say *"Those in favour raise a hand."* Pause until the tellers have counted the voting. Say *"Those against raise a hand."* Pause until the tellers have counted the voting. The tellers then confer and then provide you with the number of votes for both for and against the motion. You then declare the result by stating the number of votes for and against the amendment. Then say either *"The amendment is carried"* or that *"The amendment is lost"*. If the amendment is carried announce the text of the amended motion.
- (10) At this point you either put to vote the amended motion (if the amendment was carried) or the original motion (if the amendment was not carried). If the mover of the original motion asks for a right of reply, it should be allowed, before you put the motion. After the right of reply has been taken the motion should then be put to the vote, without any further debate. The same voting procedure is used as outlined for voting on the amendment.
- (11) After declaring the result of the vote, close general business.

9. Main Speeches

- (1) Announce the topic for the main speeches.
- (2) First speaker: *"To speak on that topic for a period of minutes , with a warning bell at.....minutes, please make welcome speaker ..."*
- (3) Second and subsequent speakers – same procedure as first.
- (4) Other topics – announce topic and speakers in similar manner.

10. Critique of Meeting

Before calling on critic, first check that he/she is ready. Say *"Please welcome speaker/Freemanfor his/her critique of today's meeting."*

11. Thank Critic

"I now call on speaker to thank the critic on our behalf."

12. Closure

Stand and individually thank guests for their attendance. Say *"Thank you all for your attendance at our meeting today and I now close meeting number"*