



TIMOTHY WYNN, PRP
PRESIDENT

2552 Scottville Ave
Deltona, FL 32725
386.228.2242
Tim@PerfectRules.com

PerfectRules.com

Standard Order of Business

1. Reading and Approval of the Minutes
2. Reports of Officers, Boards, and Standing Committees
3. Reports of Special Committees
4. Special Orders
5. Unfinished Business and General Orders
6. New Business

The Standard Order of Business applies to an organization that holds its regular meetings within a quarterly time interval and that has adopted Robert's Rules of Order as its parliamentary authority. The Standard Order of Business is sufficient for most organizations.

See Robert's Rules of Order Newly Revised (11th edition), p. 353.

The following exercise demonstrates how to use the Standard Order of Business.



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Exercise 1: Fill in an Order of Business

Use the following information to fill out the form contained on page 4. The Answers are on page 5.

A. From talking to officers and committee chairs . . .

In an e-mail, two days before the meeting, the Vice-President informed you that he would be presenting a report on his communications with the mayor.

During a discussion before the meeting, the Treasurer and the chair of the membership committee informed you that they were prepared to give reports.

When you tracked down the chair of the special committee appointed to research the cost of industrial copy machines, she confirmed that the committee's report was ready to be presented.

B. From talking to members . . .

Ms. Walker caught you in the hall before the meeting and pushed a piece a paper in your hand, scribbled with the words "That \$200 shall be donated to the Harbor Shore Foundation."

"I want to make that motion in the meeting," she asserted.

"I'll let the President know," you replied, as you tucked the paper into your folder.

C. From the bylaws . . .

Following up on a hunch, you did a quick check of the bylaws and found the following passage: "At the regular meeting in February, a member shall be selected to represent the Society in the Papen County Summer Parade." With February's meeting moments away, you pulled a pen from your briefcase and went to work on the Order of Business.



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D. From the Draft Minutes of the Previous Meeting

Draft Minutes of the Previous Meeting:

The Regular Meeting of the Longborough Historical Society was held on January 21, 2013, at 5:30 P.M, at the Papen County Library, President Charlotte Charles being in the chair and Secretary Emerson Cod being present.

The minutes of the previous meeting were approved as read.

The reports of the President, Vice-President, Membership Committee, and Research Committee were received and placed on file.

The report of the special committee that was appointed to investigate locations for the annual picnic was received and placed on file, and through its chairman, Ms. Snook, the committee reported a resolution, which, after debate and amendment, was postponed, on motion of Mr. Caden, to the next regular meeting as follows: "Resolved, That the Annual Picnic be held at Orchard Park."

Mrs. Lewis moved "that the Society's records shall be made available for member access through the website," which, on motion of Mr. Clark, was laid on the table in order to allow Deputy McManis to present a lecture.

Deputy McManis presented a lecture on Internet safety.

Ms. Rosen gave notice of her intention to make the following motion at the next regular meeting: "That Article IV, Section 2 of the bylaws be amended by striking out '4' and inserting in its place, '5'."

Mr. Parker gave notice of his intention to make a motion at the next regular meeting to rescind the standing rule that prohibits drinks in the library.

Mr. Clem moved "that no history journals shall be loaned to nonmembers," and the motion was still pending at the time of adjournment.

The meeting adjourned at 7:03 P.M.



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Worksheet for Exercises 1: Order of Business

1. Reading and Approval of the Minutes

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6. New Business



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Answer Key

1. Reading and Approval of the Minutes

Approval of Minutes from last meeting

2. Reports of Officers, Boards, and Standing Committees

Vice-President's Report, Treasurer's Report, Membership Committee Report

3. Reports of Special Committees

Report of the committee appointed to research the cost of industrial copy machines

4. Special Orders

Bylaws: Select Member to represent the Society in the Papen County Summer Parade.

5. Unfinished Business and General Orders

Unfinished: "that no history journals shall be loaned to nonmembers."

Postponed: "Resolved, That the Annual Picnic be held at Orchard Park."

Noticed: "That Article IV, Section 2 of the bylaws be amended by striking out '4' and inserting in its place, '5'."

6. New Business

Ms. Walker: "That \$200 shall be donated to the Harbor Shore Foundation."

On the Table: "that the Society's records shall be made available for member access through the website."

Mr. Parker gave notice: "to rescind the standing rule that prohibits drinks in the library."