English

Most committees follow Robert's rules of order and the five steps to keep meetings on track. The five steps include call to order and welcome, review and approve the minutes, old business, new business, and adjournment. The meeting begins with step one: the call to order and welcome. The president calls the meeting to order and welcomes everyone. Then the secretary is asked to call roll. All members have an agenda which lists the topics that will be addressed during the meeting. Step two-the minutes. The first item of business in a meeting is the review and approval of the minutes from the last meeting. Members are asked if they have any corrections or additions to the minutes and when they are finalized, they are approved. Step 3 - old business. The committee discusses any unfinished business from the previous meeting one item at a time. Step 4- new business and miscellaneous items. New topics are introduced and discussed. Announcements and recommendations are made, and other miscellaneous items are addressed. Step 5- adjournment. When it's time to end the meeting, the president will request a motion to adjourn. Once the motion is seconded the meaning can officially end. So, to recap, the five steps to keep meetings on track are: call to order and welcome, review and approve the minutes, old business, new business, and adjournment. Have a great meeting!