

Order of Business

Law Book: Page 44

Book of Instruction: Pages 48-49

General Instructions:

- Each Chapter follows the Order of Business as specified in its own By-laws.
- If none is specified, the Chapter should follow the Order given on page 44 in the Law Book.
- Unless forbidden by the Chapter’s Bylaws, the order may be transposed or disposed with at the discretion of the Worthy Matron **except opening, reading the minutes, approving the minutes, and closing.**
- **A lawful stated meeting must include Opening, Reading of Minutes, Approval of Minutes, Closing.**
- It is important that the Worthy Matron and Secretary communicate before the meetings to be sure they both know what information needs to be covered.
- **One rap** of the gavel affirms a declaration of the presiding officer and completes each order of business. If there is no order of business, the gavel is not used.
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Items of Business:

1. **Reading the Minutes** - The correct wording for the Worthy matron is “ **We are now ready for the regular order of business. We will listen to the reading of the minutes of our previous meeting(s).**” The Worthy matron is then seated. If there is more than one set of minutes, the oldest set is read first and approved followed by the next and approved and so on.
 - The Secretary stands unless there is a microphone.
 - When reading the heading of the minutes, the Secretary may say, “ **All installed officers were in there statins except**”... and then list and name the vacancies and pro tem officers.
 - When the minutes have been read, the Worthy Matron then says, “ **You have heard the reading of the minutes of our previous meeting(s). Are there any corrections? There being no corrections, the minutes stand approved as read Sister/Brother Secretary.**” If the minutes are corrected, the Worthy Matron says, “ **The minutes stand approved as corrected.**”
 - Minutes may be signed at the time they are approved or after the meeting is closed.
 - The Worthy Matron and Secretary at the time of that meeting sign the minutes.
 - The out-going Worthy Matron at the time of Installation signs those minutes.
 - Minutes must be read at a stated meeting and not copied for distribution .
2. **Unfinished Business** – The Worthy Matron asks if there is any unfinished business. The Secretary states any item pending, or if there is none will say, “**There is none within my knowledge, Worthy Matron.**”

3. **Communications and Bills** – Communications and Bills addressed to the Worthy Matron or Secretary concerning Chapter business **MUST** be presented and read at the first stated meeting following when they are received.
 - **With the OES News, the Secretary must read the underlined items and may share whatever else they deem important. Important information needs to be shared with the Chapter.**
4. **Petitions** - The Worthy Matron asks if there are any petitions. If there are, she follows the guidelines on page 50 in the BOI. If the Worthy Matron knows that there are **no petitions or reports on petitions**, then she **does not** ask for them.
5. **Balloting** – If balloting is to be done, the Worthy Matron follows the instructions on pages 50-56 in the BOI.
 - If there is no balloting to be done, then the Worthy Matron continues with the regular order of business.

Suggested Order of Business

1. **Opening Ceremonies**
 2. Introduction of Visitors
 3. **Reading of Minutes**
 4. **Approval of Minutes**
 5. Communications and Bills
 6. Reading and Referring of Petitions
 7. Reports of Committees on Petitions
 8. Balloting
 9. Reports of Committees
 10. Unfinished Business
 11. New Business
 12. Conferring of Degrees
 13. Sickness and Distress
 14. Good of the Order
 15. **Closing Ceremonies**
- This Order of Business may be transposed or dispensed with at the discretion of the Worthy Matron, except items No. 1, No. 3, No. 4 and No. 15.