

Order of Business → Agenda → Program

I basically

- A ...for the session
 - 1 order of business for the session
 - a headings, table of contents, or framework of the routine sequence under which certain general types or classes of business are to be brought up or permitted to be introduced §3:16
 - b standard order of business used at regular monthly sessions that last about an hour §3:16 (1)–(6)
 - 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 longer 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 call to order §3:17 fn3
 - 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
- C ...ceremonies or other opening ceremonies §3:15
...ceremonies... are not regarded as business §59:10
- D Procedure For Adoption §41:61
 - 1 In cases in which an agenda is adopted this is done at the outset of a session and the agenda is intended to cover the entire session.
 - 2 At a session
 - a having no prescribed or adopted order of business, such an agenda is followed as a guide by the chair pending its formal adoption and can be adopted by majority vote, even if it contains special orders.
 - b that already 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.
- E although the terms order of business, agenda, and program relate primarily to the business of an entire session, the same terms are also applied to a part of the whole, in speaking of “the order of business,” “the agenda,” or “the program” 35202

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II taking up an order out of its proper order §41:37

- A reconsider the vote on the motion to _____ §41:55
 - 1 by member who voted with prevailing side §37:10 (a)
 - 2 at the same meeting §37:10 (b)
- B suspend the rules
 - 1 take up any item of business out of its proper order §41:37
 - 2 by a two-thirds vote
- C lay on the table
 - 1 a desired question before it is completed
 - 2 a series of desired questions before completion, one at a time
- D postpone to a certain time
 - 1 the items as they arise
 - 2 to
 - a later in the meeting
 - b the next meeting if time interval no more than quarterly §14:5

III order of the day §41:40

- A a particular
 - 1 subject,
 - 2 question
 - 3 item of business
- B set in advance
 - 1 by
 - a giving notice
 - b postponement
 - c motion
 - d bylaw
 - e adopting an agenda with §41:58
 - i subjects with assigned hours
 - ii subjects with no assign hours
 - 2 to be taken up during §41:40
 - a a session
 - b a day
 - c a meeting
 - d an hour

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- 3 provided no business having precedence over it interferes
- 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 §47:7 (2)
 - 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 §41:57

- A taken up as soon as minutes are approved
- B remaining order of business not taken up until *the* special order disposed of
- 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
 - 2 if the conflict is neglected, *the* special order has precedence over any other special order §41:54

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VI special orders, rules of precedence affecting... §41:53

- A a special order
 - 1 set for a particular hour cannot be considered before that hour
 - 2 except by a two-thirds vote
- B when the hour arrives the special order automatically interrupts any business pending except
 - 1 a motion relating to adjournment
 - 1' a motion relating to recess [1 prime is intentional]
 - 2 a question of privilege
 - 3 a special order made before the special order set for the present hour
 - 4 *the* special order
- C when in conflict
 - 1 precedence is the order in which made
 - 2 even when special orders made later are set for earlier hours
 - 3 when made at the same time
 - a for the same hour, rank in order in which listed in the motion
 - b for different hours
 - i each has preference at the hour set for its consideration §41:53
 - ii and interrupts the pending question
 - iii even if that pending question is a special order

VII general orders, rules of precedence affecting... §41:49

- A a general order
 - 1 set for a particular hour cannot be considered before that hour
 - 2 does not suspend any rules
 - 3 can be taken up only when
 - a no other business is pending
 - b the category of general orders has been reached or passed
 - c no special order interferes...
 - e 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
 - d no reconsideration that may then be moved or called up interferes [d after e is intentional]
 - 4 is announced as soon after the designated hour as a, b, c, & e are met
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- B 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 §41:65

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