

Appendix YARA Handbook

Last Update: Feb 13, 2010

George VY1GP

Guideline for Meeting Chairman

“Order of Business” for regular YARA meetings

See Roberts Rules for more details

1. **Call meeting to order**
2. **Introduction of members and guests**
3. **Agenda** (it is usually prepared before the meeting by the Chairman or Secretary, but if there has not been time, the agenda will follow a format below in numbers 4 through 11.)
 - a. Read by Chairman
 - b. Additional items of new business can be added to the business agenda by members
 - c. If there is a guest presenter or a “show and tell”, this can be place before the formal meeting starts or at the end of the meeting.
4. **Minutes**
 - a. Options - minutes read by secretary, distributed to members, or summarized by Chairman
 - b. Allowance for questions and discussion
 - c. Accepted as read or amended – moved by a member, seconded by a member, voted and carried
5. **Treasurer’s Report**
 - a. Distributed and reviewed by Treasurer
 - b. Allowance for questions and discussion
 - c. Accepted as presented - moved by a member, seconded by a member, voted and carried
6. **Other committee reports** (e.g. technical, road race – Chairman usually confirms who will make a report before the meeting starts or when the agenda is approved above)
 - a. Presented by a member responsible for the committee or project
 - b. Allowance for questions and discussion
 - c. If money is required to be spent – it is moved by a member, seconded by a member, voted and carried
7. **Correspondence** – read by Secretary or Chairman
8. Other items of business on the agenda - **Old Business** (these topics usually are unfinished business which have been mentioned in the minutes of the last meeting)
 - a. Presented by Chairman or other member/s
 - b. Allowance for questions and discussion
 - c. If money is required to be spent - moved by a member, seconded by a member, voted and carried
9. Other items of business on the agenda - **New Business** (topics that were added to the agenda earlier and topics that were added later – see procedure above)
10. **Time and place of next meeting** – normally this is the next regular meeting
11. **Adjournment.**
 - a. If no other business is required (not just discussion on radio activities) ...
 - b. Chairman can declare that the business meeting is adjourned
 - c. Alternatively, a member can move that the meeting be adjourned, another member can second and members vote