



# Leeds Minor Hockey Association Executive Committee

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## APPENDIX "C":

## ROBERTS RULES OF ORDER

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1. Call to Order by Chairperson or delegate
2. Roll Call
3. Agenda
  - a. Motion to adopt circulated agenda or amended agenda
4. Minutes
  - a. Errors or omissions
  - b. Motion to adopt circulated minutes or corrected minutes
5. Business arising from previous minutes
6. Correspondence
7. Executive Reports (where applicable)
8. New Business
9. Updates
10. Queries from the membership
11. Next meeting; Date, Time & Location
12. Adjournment

### Definitions:

**Motion:** a motion is a proposal that the entire membership take action on or a stand on an issue. Individuals members can:

- Move a motion
- Second a motion
- Debate motions
- Vote on motions

\*\*Note – if more than one motion is proposed, the most recent takes precedence over the ones proceeding it.