

PSAB SEP 18<sup>th</sup> 2009

President- America  
Vice President- Anita  
Secretary- Rekha  
Treasurer- Megan  
Public Relations Officer- Indy  
Senator- Monica  
Faculty Advisor: Professor Sally Nalven

### Meeting Terms and procedures

**Motion-** simply means we need your permission to move forward with an idea or plan.

**Propose a Motion-** we need one member to agree with our intended plan or idea. You only have to put your hand up and tell us your name for the record.

**Second a Motion-** we need another member to agree with the earlier member who proposed the motion. Again all you have to do is put your hand up and give us your name for the record.

**Important:** Please note that when you propose or second a Motion you are NOT LIABLE for any payment.

Once we have a Motion Proposed and seconded, then we can **Pass the Motion-** this means that we ask all the members present to agree or disagree with the idea or plan by raising their hands.

We will practice this at our meeting before we do it so that it is understood by all our members. Sorry that the terms are a bit unusual and old English in style. Do not fear as they are only words and an archaic way meetings are conducted even today.

PSAB SEP 18<sup>th</sup> 2009

President- America  
Vice President- Anita  
Secretary- Rekha  
Treasurer- Megan  
Public Relations Officer- Indy  
Senator- Monica  
Faculty Advisor: Professor Sally Nalven

### Meeting Terms and procedures

**Motion-** simply means we need your permission to move forward with an idea or plan.

**Propose a Motion-** we need one member to agree with our intended plan or idea. You only have to put your hand up and tell us your name for the record.

**Second a Motion-** we need another member to agree with the earlier member who proposed the motion. Again all you have to do is put your hand up and give us your name for the record.

**Important:** Please note that when you propose or second a Motion you are NOT LIABLE for any payment.

Once we have a Motion Proposed and seconded, then we can **Pass the Motion-** this means that we ask all the members present to agree or disagree with the idea or plan by raising their hands.

We will practice this at our meeting before we do it so that it is understood by all our members. Sorry that the terms are a bit unusual and old English in style. Do not fear as they are only words and an archaic way meetings are conducted even today.