* Presentation of Selected Extracts 1
* 101] Meetings are a good practical expression of a democratic way of life.
* 103] The basis of meetings is from the time of King Henry VIII when Thomas Cromwell transformed the machinery of government into an administrative process. Each morning a meeting was held at the board of the Green Cloth for expenditure of a department.
* During the reign of Elizabeth I, evolved the procedure for parliamentary debate and the fundamentals of modern meetings.
* 1605] Discussion Groups are conducted in the same regulated way. Differing from meetings in that there is a purpose but a decision or consensus may not be reached.
* 1610] Meetings are called to order in a definitive way, usually by the chairman.
* 1611] The debate should be conducted with decorum though not always strict formality.
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* 901] There are Procedural motions and Formal motions.
* 1021] Adjournment of the meeting is a Formal motion. The usual expression is “the meeting is adjourned”. For a regular meeting it is till the next meeting. Otherwise details of a resumption are given.
* If the motion is put by the chairman it does not need to be seconded.
* At this point discussion ends and you are free to rise and leave.