

**Menai Toastmasters
Standard Meeting Procedure and Agenda**

Time	Assigned Task	Responsible	Detail
7:00	Call to Order	Sergeant at Arms	Use the gavel to gain attention. "Ladies and gentlemen, please stand, I call this meeting to order ". Introduce yourself as the Sergeant at Arms. Then "I now hand the gavel of authority over to our club President for control of the meeting". Walk forward to the President and hand over the gavel.
	Introduce Chairman	President	The President introduces the Chairman to the meeting.
	Declares meeting Open	Chairman	Toastmasters and Guests, I declare meeting number ??? of Menai Toastmasters Club open - Ladies and Gentleman please be seated
	Amendments to Agenda	Chairman	Toastmaster VPE are there any changes to the Agenda?
	Invocation	Chairman	I would like to call on Toastmasterto deliver the invocation
	Loyal and 2nd Toast	Chairman	Toastmaster.....would you please propose the Loyal and 2 nd Toasts.
	Guest and Member Introduction	Chairman	Will the Toastmasters with guests this evening please introduce them to the meeting, starting on my right?
	Welcome to Guests	Chairman	Thank you toastmasters. ToastmasterWill you please extend a welcome to our Guests?" Thank you Toastmaster.....
	Apologies	Chairman	Toastmaster Secretary have you received any apologies?" Thank you Toastmaster Secretary. Are there any further apologies? I will entertain a motion that the apologies as stated be accepted.
	Motion and acceptance of Apologies	Chairman	Do I have a Seconder? Toastmasters, it has been moved and seconded that the apologies as stated be accepted?" All those in favour say AYE. Those against say NO. If the AYE's or NO's have – declare the motion CARRIED or LOST

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7:10	Introduce Table Topic Master	Chairman	I would like to call on toastmaster..... To deliver the Table Topics.
	Introduce Master Evaluator	Chairman	I would like to introduce toastmaster..... as the Master Evaluator (ME) for the evening (Chairman hands control of the meeting to the ME)
	Introduce Table Topics Evaluators	Master Evaluator	ME evaluates the meeting so far and then introduces the Table Topic evaluators After the evaluations hands control of the meeting back to the Chairman
7:30	Business session		
	Minutes of previous meeting	Chairman	Toastmaster Secretary would you please present the Minutes from meeting number
	Reading of Minutes	Secretary	Secretary reads minutes. Then the Secretary moves that the minutes as circulated be RECEIVED.
		Chairman	Do I have a seconder? "It has been moved and seconded that the minutes be received". All those in favour say AYE. Those against say NO. If the AYE's or NO's have – declare the motion CARRIED or LOST
	Business Arising	Chairman	Is there any business arising out of the minutes?
	Correspondence	Chairman	Toastmaster Secretary is there any Inward or outward Correspondence?
		Secretary	Toastmaster Secretary presents any Inwards correspondence and moves that it be received and that any Outwards correspondence be endorsed.
		Chairman	Do I have a seconder? "It has been moved and seconded that the Inwards correspondence be received and that any Outwards correspondence be endorsed." All those in favour say AYE. Those against say NO. If the AYE's or NO's have – declare the motion CARRIED or LOST

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	Induction of new members Appointment of mentors	Chairman	Toastmaster VPM is invited to induct any new members and appoint Mentors.
8:00	Break		
8:10	Call to Order	Sergeant at Arms	Toastmaster SAA invites Toastmasters and Guests to return to their seats, announcing that the meeting will resume in 1 minute. After 1 minute, then hands control of the meeting to the Chairman.
	Introduce Toastmaster	Chairman	I invite Toastmaster....., to conduct the role of Toastmaster for the meeting.
	Introduce speakers	Toastmaster	Toastmaster introduces the prepared speeches as per the Agenda
8 :58	Call on Master Evaluator	Toastmaster	At the conclusion of the speeches, the Toastmaster invites the Master Evaluator - Toastmaster..... to conduct the Evaluation Session.
	Speech evaluations	Master Evaluator	Explains Role and calls on individual speech evaluators to deliver their evaluations as per the Agenda
9:05	Grammarian Report	Master Evaluator	Master Evaluator calls on the Grammarian to deliver the Grammarian report Grammarian explains role and delivers report
	Listener Report	Master Evaluator	Master Evaluator calls on the Listening Critic to deliver the Listener's report Listener explains role and delivers the report
9:11	Timer's Report	Master Evaluator	Master Evaluator calls on the Timer to deliver the timer's report Timer explains role and delivers report
	Um and Ah counter Report	Master Evaluator	Master Evaluator calls on the Um/Ah counter to deliver the Um/Ah counter's report Um/Ah counter explains role and delivers report
	Hand back to Toastmaster	Master Evaluator	ME concludes Evaluation section, thanks the Evaluators and hands meeting back to the Toastmaster

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	Awards	Toastmaster	SAA Toastmaster.....is invited to present the awards for the Best or Most Improved, Table Topic, Speech, Evaluation and Assignment (Chairman – Toastmaster – Master Evaluator – Table Topic Master(s)).
	Hand back to Chairman	Toastmaster	Toastmaster hand back to the Chairman
9:18	Guest feedback	Chairman	Chairman asks Guests for their feedback
9:22	Apologies	Chairman	Chairman asks if there are any apologies for the next meeting
9:25	Vote of thanks	Chairman	Chairman calls on Toastmaster....., to deliver the vote of thanks.
9:30	Meeting close	Chairman	Chairman invites Toastmasters and Guests to attend the next meeting, which will be at Club Menai (or different venue) on Tuesday the(date) Final words should be “I declare Meeting Number closed”.