



## *Adjourning a Meeting*

Three persons are needed for this demonstration: president, members Bob and Chris.

**SITUATION:** - The prepared agenda is complete.

**President:**     *"Hearing no other business, is there a motion to adjourn?  
Yes, Bob?"*

**Member:** (Bob): *"I move that the meeting be adjourned."*

**Member** (Chris): *"I second the motion."*

**President:**     *"A motion has been made and seconded to adjourn the meeting.  
All in favor say yes. (Wait for response) All opposed, say no. (Wait for response)  
The meeting is adjourned."*

**NOTE:**         A motion to adjourn is a "privileged" motion and, therefore, cannot be discussed, cannot be amended, and requires a majority vote to pass.