

Rotary Club of Kenmore  
**WEEKLY MEETING**  
**GUIDE FOR SERGEANT-AT-ARMS**

**The primary task of the Sergeant-at-Arms is to maintain order  
at Rotary meetings.**

You are part of the duty team at each weekly meeting. The Chairman is CEO of the team. Others in the team are the two Duty officers and the Fellowship officer.

### **Calling the meeting to order**

At 6.26 pm ring the bell loudly – just one chime. Members should respond by moving to their seating positions.

Just before 6.30 pm, check with the Chairman that he is ready to open the meeting, and ring the bell once for members' silence.

### **Keeping order during the meeting**

Use the bell at other times during the meeting:

- to draw the attention and silence of members when the Chairman is about to speak.
- to quieten members if there is too much talk or noise when someone is speaking.

Be alert at all times to the progress and management of the meeting. This may need a delicate touch at times to keep an acceptable balance between the friendly informality for which Kenmore is known and the need for control and courtesy when club business or a guest speaker must take precedence.

### **The Fine Session**

This is the 'fun time' of the meeting. Part of the fun is in the different ways Sergeants extract fines from members. There are some constraints which need to be carefully managed.

- The Treasurer wants to see a good total of fines
- The time available for the session will vary considerably. The imperative is that time is not taken from the Guest Speaker. He must be shown the courtesy of having the full time allocated for his talk. He must be introduced at 7.29 pm to start his talk at 7.30 pm. The Sergeant must complete his session by 7.28 pm.