

DEVELOPING THE APPLICATION
PROCEDURE28/30
7/1/24CONDUCT OF GENERAL CONFERENCE - continued

PROCEDURE OF CONFERENCE - continued

Announcement of Short Talk by Secretary of Commerce - continued

Reserving the talk of the Secretary until after the meeting is in progress serves two purposes perhaps seemingly paradoxical.

1. It stimulates the immediate getting down to work in order to make an appreciable showing at the time of his arrival.
2. It keeps the audience together in proceedings that may have reached the "tiring" stage in a long program and, giving an interesting and welcomed break, acts as a fresh stimulant.

Nomination for Chairman of Conference

Announce that in regular order of procedure, the nomination of a chairman is first in order of business, but as meetings are informal the Chief of the Division will preside.

Selection of Secretary

State that for the present conference, Mr. - - - of the Division of Simplified Practice will act as secretary to the meeting and that the minutes will be made available to the continuing committee which will be appointed at the close of the meeting.

Stenographic verbatim minutes will not be taken, as such stenographic service is not available.

Reading of Synopsis of Report of Survey

Call on person who prepared or was responsible for the report.

Announce advisability of considering discussion of report as a whole.

This will depend largely on the industry, the interdependence or grouping of items to be simplified and the length of the reports with reference to the number of items.

Request expression of opinion as whether action should be taken immediately following the discussion of each part or whether all discussion should precede any action.

It is expedient to have action immediately follow discussion.

Where decision to have action taken on each part after the discussion of that part is in doubt or negative, present the subject again following the termination of the discussion of the first part.

Discussion of Survey Recommendations

Pick out first group of items to be retained.

DEVELOPING THE APPLICATION
PROCEDURE29/30
7/1/24CONDUCT OF GENERAL CONFERENCE - continued

PROCEDURE OF CONFERENCE - continued

Discussion of Survey Recommendations - continued

The discussion will follow one of two methods:

1. The discussion of what items should be eliminated; or
 2. The discussion of what items are to be retained.
- The second method is the preferable one if it is possible to accomplish it. Where the discussion brings out the apparent desirability of retaining a great number of additional items, it may be necessary to take all the present existing items and request opinion of each one separately as to its necessity.

Write the items on the blackboard.

Request discussion as to why the items selected should not be adopted.

Limit discussion to items within the group under discussion.

Write on blackboard such additional items as are suggested.

Erase proposed items that are not considered necessary.

Group information on blackboard as to apparent unanimous opinion as to desirability and apparent diverse opinion as to desirability.

Voting for Tentative Adoption of Selected Items under Discussion

This should take place when an apparent meeting of minds has been reached or when the discussion has become so diverse that it is necessary to get a new basis of action.

There is usually more time spent on discussion in the first stages of the conference than in the later stages. This is due, perhaps, to the fear of delegates that they may be making irrevocable commitments at this time.

Explain that

1. Voting at the present time is merely a tentative adoption in order to expedite the business of the conference.
2. Majority vote and not a unanimous vote is in order at this time.
3. At the end of the discussion of all items, the selected items will be placed in the form of a resolution requesting the assistance of the Division of Simplified Practice and that action on this resolution will be required to be unanimous.

Request aye and no vote on each item.

Rewrite on blackboard, the items receiving unanimous vote, majority vote and minority vote.

Have secretary make copy of items as written on blackboard.

Proceed with discussion of the next items when:

1. Practically unanimous approval of preceding items has been secured.