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The Gavel Strikes

by Donna Button

"THE meeting will please come to order . . ." A general lull of conversation and the ceasing of the clicking of knitting needles make this moment a quiet one, if not otherwise outstanding. Now that we have the meeting in progress, the question is, "What are we going to do with it?"

The idea of how we shall conduct our meetings on the campus is sooner or later a question in our minds. We have graduated from the method of conducting our meetings like a Tammany Hall rally and are more serious about the whole matter. Some of the students on the campus express the following views on how a meeting should be conducted.

Doris Young, president of Cardinal Guild, A.W.S., and Mortar Board, says

quite closely for efficiency's sake.

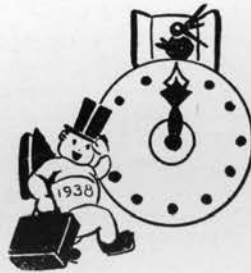
Minerva King, vice-president of Associated Women Students, secretary of Phi Upsilon Omicron and a member of the Veishea Central Committee, says, "Most meetings, especially the girls' organizations, are conducted too informally and do not accomplish what they could with more system in their procedure." She also believes that if the meetings are conducted with more dignity, the secretary would have an easier time keeping notes.

Berniece Williams, program chairman of Women's Health Council, moves for more informal meetings. "They give the entire situation a feeling of relaxation and pleasure rather than stiffness."

The League of Women Voters' organization, she says, combines a well-conducted business meeting with informal discussion. Here open discussion of a stimulating type is required, and while the members are searching their study-clogged brains for new ideas, coffee is served to them to aid in their mental revival.

The following procedure will facilitate the action of business meetings:

1. Call to order.
2. Reading of the minutes.
3. Reports of committees, communications and announcements.
4. Transaction of business.
5. Appointment of committees.
6. Adjournment.



that she thinks meetings such as these should be conducted with parliamentary procedure and follow the rules of order



A successful business meeting needs an alert, intelligent chairman or president, understanding of the propositions considered, and familiarity with types of motions and methods of procedure.

It would be wise for all of us who attend meetings to remember that the leader undoubtedly has a definite procedure that she has planned to follow. Bring up your points or contributions to the discussion at the correct time. It is never proper to bring up a new discussion until the disposal of the topic considered.