

Meeting Agenda

Call to Order by Presiding Officer

Opening Prayer

Pledge of Allegiance

Roll Call of Officers

Welcoming of Special Guests and Visitors (You may list these persons here if you wish.)

Old Business

Distribution of Minutes from Previous Meeting

This can also be handled by placing these at the entrance with the Sign-In Sheet. It is not suggested for the Secretary to read these prior minutes as it is not time-efficient.

Vote of Acceptance on Previous Meeting Minutes

Requires a Motion to Accept and a Second to the Motion

Reading/Distribution of Treasurer's Report

Does not require motion of acceptance or second to the motion.

Reports on Events & Activities since Last Meeting

These may be reports by the President, the Fraternal Activities Director, Athletic Director, Assistant Officers, or by special committee leaders or organizers of said events. These reports *do not* require motion of acceptance or second to the motion.

Additional Unfinished Business

New Business

Reading and/or Distribution of Correspondence

Includes mail and email

Updates on Future Activities and Events in the Planning Process

Re-Cap of Next Steps in Planning of Upcoming Events and Assignments to Planners

Open Floor Request for New Ideas or Activities

Reports by Special Guests or Visitors (if applicable)

Election of Officers (Only when applicable; 4th Quarter.)

Announcements/Reminders of Upcoming Activities, Events and Next Meeting

Adjournment and Closing of Meeting

Requires a Motion to Accept and a Second to the Motion.