

## CONDUCTING A CHAPTER MEETING

**Call to Order**-The President states "The meeting will come to order" (in a voice that can be easily heard by all in attendance).

**Opening Ceremonies** (optional)- may include the pledge, collect and response, etc.

**Approval of Minutes**-last meeting's minutes may be read aloud or sent to all members in advance. After read or distributed the President asks "Are there any corrections?" The secretary makes any corrections offered by members. Then the President says, "The minutes are approved as corrected."

**Officers Reports**-Usually given in the order officers are listed in the chapter rules, if they have a report to make. Reports are not approved, just given. The President may ask if there are any questions regarding the reports.

**Committee Reports**-Standing committees that have reports report first in the order in which they are listed in the rules. Then any special committees appointed and tasked, may report at this point in the meeting. If committees have any recommendations, they may be made as motions and voted upon at the end of each report. Once Special Committees have completed their special task, they are disbanded.

**Unfinished Business**-Only business begun during the previous meeting-motions not disposed of or business postponed- but unfinished should be addressed at this time. Refer to minutes of previous meeting for all unfinished business items.

**New Business**-Any business which has not already been put before the members will be brought up at this time. New business should be introduced as a motion (Ex: "I move that the chapter...").

**Program**-If you have a presentation to be given during the meeting, it may be given here. However, this should be flexible depending on the needs of the presenter. They may need to be earlier or later in the agenda due to other commitments.

**Announcements**-Any announcements pertinent to the organization or members should come now. The President may ask if any member has announcements also.

**Adjournment**-The president asks, "Is there any further business?". If not, she may say, "If there is no further business, this meeting is adjourned." The meeting is not adjourned until the president says it is.

The President of the meeting can use this format to develop her agenda prior to the meeting, making any needed notes to help conduct the meeting. The group may choose to be somewhat informal and the agenda may reflect this. The meetings should only be as informal as the group prefers. As long as the business of the group is dealt with in a manner that respects all members, the degree of formality is optional. It is the president's responsibility to keep the meeting moving in an orderly way and to ensure that only one main motion is considered at a time. It is important to begin meetings on time and respect members' time.