

Meeting Agenda

Chapter/C. BOF

Date

- (1) Meeting will come to order.
- (2) Pledge of Allegiance led by _____
- (3) Roll call of Officers.
- (4) Introduction of guest and New Members: _____

- (5) Introduction of VCR's _____
- (6) Reading of Last Minutes. By _____
Ask, "Are there any corrections to the minutes as read?" If so, the Secretary adds the correction. If opposition, corrections have Yeas and Nays.
Then, "Minutes stand approved as read (or) "Minutes stand approved as corrected."
- (7) Reading of Treasurer's Report. By _____
- (8) Wagon master Report. By _____
- (9) Committee Reports: _____

- (10) VCR Report. _____
- (11) Old Business: _____

- (12) New Business: _____

- (13) Sunshine Report. By _____

- (14) Motion to Adjourn. By _____ . 2nd By _____

NOTE: Main Motion is when someone moves to consider a new item of business. It must be seconded for it to be open to discussion. With no second, the Motion dies. (Refer to Roberts Rules). After the discussion the vote is taken.