

## Meeting Agenda

The regular meeting ordinarily covers the following features in the following order:

1. Call to order
2. Opening Exercises:
  - a. Meditation
  - b. Pledge of Allegiance to the Flag of the United States of America
3. Reading and approval of the Minutes
4. Correspondence
5. Report of the Treasurer
6. Reports
  - a. Officers
  - b. Standing Committees
  - c. Special Committees
7. Unfinished Business
8. New Business
9. Announcements
10. Program
11. Further Business
12. Adjournment



### **Presiding Points**

1. At an open meeting, if the President desires to enter into discussion, he must relinquish the Chair, and must not take the Chair again until the subject has been disposed of.
2. The President must be impartial, assigning the Floor in the order that it was claimed.
3. The President must always keep the members present informed of the subject on which they are voting, the result of the vote, and the item of the agenda that is to be considered.