

Meeting: Is called to order by President. Place and time are given.

President: May they acknowledged past presidents.

Members: In attendance are listed. Secretary gets names from attendance sheet. Other guests and prospective members are listed.

Executive Board: Reports are read.

Recording Secretary: Reads minutes from previous meeting only. At a general meeting, general meeting minutes are read, and at a board meeting board meeting minutes are read. Corrections are made if needed and the minutes are then filed in the Recording Secretary Book. This is then permanent record for your club.

Executive Board: Each member gives their report.

1. Vice President
2. Second Vice President
3. Treasurer
4. Membership Secretary
5. State Representatives
6. National Representatives
7. Parliamentarian
8. Nominating Committee

It is noted that their name is listed in the report

Committees: Each committee then can give a report. Your committees might be Banquet, Child Safety, Children's Party, Editor, Helping Hand, Hospitality, Mailer, Printer, Sunshine & Clouds, Ways & Means, Webmaster. Note if the committee does not need to have a report, only the active and attending committees need to report. They to must have a name in the minutes of how reporting the information.

Old Business: Is discussed and the names of who brought up the business is written in the minutes.

New Business: Is discussed and each person who brought new business is written in the minutes.

A motion will be made to adjourn the meeting. A time is given and who made the motion and who seconded the motion. Note the president can not make the motion.