



## **LEADS 2020**

### **THE ART OF RUNNING A CLUB MEETING**

The following basic agenda provides a good starting point. Other items of business or reports may be included as necessary.

#### **Call to Order**

By the President at the appointed time. The president makes one rap of the gavel. (If there is no gavel, the President simply calls the meeting to order.)

President: "This meeting of the 'Service Strong' Woman's Club will come to order."

**Opening Ceremonies:** This could be a simple prayer or invocation prior to reciting the Pledge of Allegiance to the Flag of the United States of America (God before country and if there is no flag, skip the Pledge).

Roll Call is optional, but if it is a club custom, the secretary should call the roll. The president declares whether a quorum is present or not.

#### **Reading of the Minutes of the Previous Meeting:**

President: "The secretary will read the minutes of the last meeting." The secretary reads the minutes. (Or post them on a bulletin board or put a few on each table.)

President: "Are there corrections to the minutes?" (Pause) "They are approved as read (or as corrected)."

Note: Do not ask for corrections or additions, as additions are corrections; no motion is necessary to approve the minutes.

**Correspondence:** The secretary or corresponding secretary, if there is one, reads the correspondence. Action on matters of correspondence is generally considered in new business.

**Reports of Officers:** If officers have special assignments or tasks, they would generally report on those matters in the order as listed in the bylaws.

#### **Treasurer's Report:**

President: "The treasurer will give the treasurer's report\*" (Treasurer reads report).

President: "Are there any questions?" (Pause) "The treasurer's report is filed for audit."

**Recommendations of the Board of Directors or the Executive Committee:** The secretary reads the recommendations and action is usually taken either at this point or in new business. A second is not needed as the recommendations come from a group.

**Reports of Standing Committees:** The Chair calls upon them in the order in which they are listed in the club bylaws. No action is taken unless a recommendation is made.

**Reports of Special Committees:** The Chair calls upon them in the order in which they were appointed. These committees were appointed to do a specific job and are automatically dissolved when the work is finished and the final report is given.

**Unfinished Business:** The minutes of the previous meeting show if there is business postponed by a motion or left unfinished. The Chair never asks if there is unfinished business. She should know.

**New Business:** This is business that has not yet been discussed. It is introduced by correspondence, recommendation, the Chair, or any member. A motion should be made to bring the matter before the organization for discussion.

**Announcements:** If there are any upcoming events, it is the time to announce them.

**Program:** The president or program chairman may present the program.

The president never "turns the meeting over" to anyone but rather announces the chairman who, in turn, presents the program. The president thanks the speaker.

#### **Adjournment:**

President: "Is there any further business to come before this meeting?" (Pause) "If not, we are adjourned."

Adjournment may be made by a motion, which is not debatable.