

MONTHLY CLUB MEETING MODERATOR'S AGENDA

Meeting Date: _____

Moderator: _____

Typically the meeting will be called to order no later than 7:00

CALL FOR INVOCATION (bless the meal)

CALL MEETING TO ORDER

WELCOME VISITORS (INTRODUCTION OF VISITORS OPTIONAL)

ANNOUNCE NEW MEMBERS AND WELCOME THOSE PRESENT

MINUTES FROM PREVIOUS MEETING - CALL FOR CORRECTIONS OR ADDITIONS

VOTE FOR APPROVAL (as written/ as corrected) (amendments pending)

TREASURER'S REPORT

OPEN DISCUSSION/VOTE APPROVAL

CALL FOR OLD BUSINESS

OPEN FOR DISCUSSION IF NEEDED

Notes:

VOTE TO CONCLUDE OR CONTINUE OLD BUSINESS

CALL FOR NEW BUSINESS

OPEN FOR DISCUSSION IF NEEDED

Notes:

VOTE AS REQUIRED FOR APPROVAL

THIS CONCLUDES THE BUSINESS PORTION OF THE MEETING

VOTE TO CONCLUDE BUSINESS

ANNOUNCEMENTS –

CALL FOR ANNOUNCEMENTS FROM THE FLOOR

Notes:

COMMITTEE REPORTS - (AS NEEDED)

PRESIDENTS COMMENT ON REPORTS

(Turn the floor over to the vice president)

INTRODUCTION OF PROGRAM GUEST SPEAKER

(allow vice president to thank speaker and present honorarium)

(Floor yields back to the president)

THANK YOU'S AND CLOSE MEETING

(DRAWING FOR DOOR PRIZES) *(WHEN SCHEDULED)