

(ORGANIZATION NAME)

(DATE, TIME & LOCATION OF MEETING)

- I. **Icebreaker**
- II. **Call to Order:** The president begins the meeting.
- III. **Roll Call:** This can be done formally or informally. Roll call is especially important if a quorum is needed to take care of business.
- IV. **Minutes:** The secretary reads a record of the last meeting's minutes and general updates. Corrections should be solicited, and the minutes approved. The reading of the minutes can be waived to save time if no one objects.
- V. **Officer Reports:** Officers may not always need time to speak, but this provides the opportunity. This is a time for reports only. Voting is handled under new or unfinished business.
- VI. **Committee Reports:** If your organization has committees allow each

