

What to Say During a Meeting.....

1. **Call to Order**.....”This meeting is called to order at (time)”
2. **Opening Exercises**.....Recite the Pledge of Allegiance
3. **Approve the Minutes**.....”Please read over the minutes”.....”if there are no corrections, is there a motion to approve the minutes as written?” or “Is there a motion to approve the minutes as corrected?”.....”Is there a second?”.....after it is seconded....”all in favor?”....”minutes filed”
4. **Treasurer’s Report**..... Treasurer presents report.....Vote is taken on report.....“The report is filed for audit”
5. **Special Guests**.....This would be the time for any special guests to speak at your meeting. Introduce them.
6. **Officer Reports**....”We will now here the Officers reports” The president, 1st VP and 2VP would report at this time.
7. **Committee Reports**.....”We will start our committee reports” Go through each committee and acknowledge each one.
8. **Unfinished Business**.....”Is there any unfinished business?”
9. **New Business**.....”Is there any new business?”
10. **Announcements**.....if any
11. **Adjournment**.....”The meeting will be adjourned at (time)”

