

## AGENDA - REGULAR MEETING

\_\_\_\_\_ LODGE NO. \_\_\_\_\_ DATE \_\_\_\_\_

### 1. REGULAR OPENING

- a) Call to Order with one rap.
- b) Appoint necessary pro tem Officers and Drill Team Members.
- c) With the consent of the Lodge, dispense with any Orders of Business not applicable.
- d) Announce to the Membership if you are having a short or regular opening.
- e) Begin Seating of the Officers, if formal seating is being held, and put on collars.

### 2. INTRODUCTIONS (List in order of Rank)

- a) **National President**
- b) **Provincial President**
- c) **Prospective Member** - a guest until initiated.
- d) **Visitors**

### 3. ROLL CALL

### 4. CHARTER DRAPING - first Order of Business after Roll Call

### 5. MEMORIAL SERVICE (When Applicable)

### 6. READING OF MINUTES

Date \_\_\_\_\_ Regular

Date \_\_\_\_\_ Special

### 7. TREASURER'S REPORT (Bank Balance is \_\_\_\_\_)

### 8. READING OF COMMUNICATIONS (List in order) Example

- National Letter
- Provincial Association
- District
- Other Lodges
- Miscellaneous (end with "thank you" notes) (Letters asking for donation, etc.)

**NOTE:** The President (Honoured Royal Lady) will refer all correspondence to the proper Order of Business or it may be dealt with immediately upon being read.

### 9. READING OF BILLS - by Treasurer

### 10. APPLICATION FOR MEMBERSHIP (Names of Prospective Members read by Secretary)

### 11. INITIATION (Names of Prospective Members)

## 12. REPORTS

### a) Standing Committees. You will ask (for example):

- 1<sup>st</sup> Vice President (Associate Royal Lady) \_\_\_\_\_, Chairman of Finance, you will give your budget report.
- \_\_\_\_\_, Chairman of Member Services, you will give a report of the Committee's visit with the Prospective Member(s).

### b) Special Committees. (for example):

- \_\_\_\_\_, you will give the monthly bingo report.
- At the April or May meeting, ask the Chairman of the Nominating Committee to report (if there is no break prior to the election, then the Committee also reports here the names of the nominees for each elective Office).

## 13. REPORT OF SUNSHINE COMMITTEE

After the report has been presented, the President (Honoured Royal Lady) should ask if anyone knows of any other illness or distress among the Membership.

## 14. SUNSHINE MARCH

## 15. UNFINISHED BUSINESS

- Deal with the report of the Catering Committee.
- Continue discussion on \_\_\_\_\_ (e.g. next month's garage sale.)

## 16. NEW BUSINESS

- Deal with correspondence items.
- Election of Officers.

## 17. GOOD OF THE ORDER

- \_\_\_\_\_ will report on our visit to Lodge \_\_\_\_\_.
- Thank you's.
- Presentations of pins, etc.
- Invite guests to speak

## 18. CLOSING CEREMONY (Formal retiring or short form)