Chair

“Brothers (and Sisters), I hereby declare Lodge _____ open for the transaction of such business as may be properly brought before it. All cell phone ring tones and pager alarms shall be switched to vibrate or shut off during the meeting until adjournment. Each Member, when speaking, shall limit their remarks to the question under debate so that business can be addressed in a timely manner, avoiding indecent and improper language or behavior.”

☐ 1 WELCOME AND INTRODUCTION OF VISITING OR NEW MEMBERS.

☐ 2 ROLL CALL OF OFFICERS.

☐ 3 READING MINUTES OF PREVIOUS MEETING.

☐ 4 UNFINISHED BUSINESS. (Issues from Previous Meetings)

☐ 5 SECRETARY-TREASURER’S REPORT.
   b Communications, Bills and Notices.
   c Receipts and Disbursements Since the Last Meeting.
   d Application for Transfer or Withdrawal Cards.
   e Report of Suspended or Expelled Members.

☐ 6 LOCAL CHAIRMAN’S REPORT.
   a Communications.
   b Discipline.
   c Claims.

☐ 7 ELECTIONS AND INSTALLATION OF OFFICERS. (Bylaws XVIII Sec 9 - Bylaws Obligation)

☐ 8 REPORT OF COMMITTEES.

☐ 9 NEW BUSINESS.

☐ 10 IS ANY BROTHER OR SISTER DECEASED, SICK OR DISTRESSED?

☐ 11 SAFETY, HEALTH AND WELFARE DISCUSSION.

☐ 12 POLITICAL DISCUSSION.

☐ 13 DEBATE - GOOD OF THE BROTHERHOOD. (Guest Speaker(s), General Discussions, etc.)

☐ 14 APPOINTMENT OF COMMITTEES.

☐ 15 ADJOURNMENT. TIME __________________ TOTAL MEMBERS IN ATTENDANCE __________________

Chair

“Brothers (and Sisters), We will now close the meeting, all matters that have been discussed at this meeting are of a confidential nature and should be treated accordingly.”

Chair

ANNOUNCE NEXT MEETING DATE ________________ LOCATION ________________________________ TIME ________________

Chair

GAVEL