

**YOUR LIONS CLUB**

**BOARD MEETING AGENDA**

1. **Call to Order**, President *(Start at appointed time. Do not wait for members to arrive. If you start on time, they will get the message and arrive on time to avoid a fine for being late)*
2. **Roll Call**, Secretary *(Required to ensure a quorum)*
3. **Pledge to Flag** *(optional)*
4. **Invocation**  *(optional)*
5. **Meal**  *(If you have a meal at your meetings.)*
6. **Minutes of Last Meeting**, Secretary *(Secretary calls for motion to correct and accept, requires a second to the motion prior to vote.)*
7. **Treasurer’s Report** Treasurer *(Treasurer calls for motion to correct and accept, requires a second to the motion prior to vote.)*
8. **Reading of Communications**, President *(If action needs to be taken on a communication, vote on it or send it to the proper committee for study.)*
9. **Committee Reports**  *(Call for a vote to accept report, and take a vote on any action that is recommended by the committee. Secure a written copy of the report to kept with the minutes of the meeting.)*
10. **Old/Unfinished Business** (Any tabled motions or reports; Secretary should have reported in the minutes of the previous meeting.)
11. **New Business** *(Items brought before the club at the last regular meeting, ideas presented by a member present or a board member.)*
12. **Miscellaneous Business** *(Items which do not effect the club directly, but should be brought to the attention of the members.)*
13. **Adjournment**

*NOTE: Try to limit the amount of time used for discussion so that the meeting does not drag on. If you feel a point before the board is dragging on without a solution in sight, recommend the committee study the matter further, or appoint a sub-committee to find an answer.*