SUGGESTED ORDER OF BUSINESS FOR A CLUB GENERAL MEETING
(based on Roberts Rules of Order – RONR)

NOTE: The Program/Speaker can be before or after the business meeting.

1. **Call to order.** (Start on time!)

2. **Establish a quorum** is present (number of people necessary for a legally constituted meeting at which binding decisions can be made—see your Club Constitution & By-Laws for this information).

3. **Welcome** – would include introductions; in absentia; recognition of guests, etc.

4. **Approval of the agenda** – call a vote to approve with amendments if any. (Agenda does not require a vote but if amended, requires a 2/3 vote to approve)

5. **Approval of Minutes** as circulated or as corrected. Call a vote to approve.

6. **Business Arising from the Minutes if any** – unfinished business introduced at a previous meeting

7. **Reports of Officers** – Treasurer reports and other officers who have special duties or need to remind Club members of anything (party, webinar, fund-raiser etc. Keep them short!)

9. **Other Reports if any** – keep them short!
   - Executive Committee or Board of Directors; Board of Trustees – Scholarships, etc.
   - Reports of Standing Committees of Club (Status of Women, Public Issues, etc.)
   - Reports of Special Committees (committees that exist to carry out a special task if any).
   - Reports on national or international matters that need a Club vote – eg. resolutions
   - Reports of delegates to an AGM or other CFUW Meeting – Regional Council, etc.

10. **New Business** if any (something introduced at this meeting).

11. **Announcements**

12. **Closing/adjournment.**