

## **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.**