

How to Conduct a Club Meeting

Call to Order

This is the official start to the meeting which should be at the time and location specified in the club charter.

Roll Call

This can be done by voice call using the club roster or by using a sign in sheet. It is a good practice to have the roll include all who are present at the meeting. This includes guests and advisors.

Approval of the Minutes

The minutes of the last meeting are read individually, and the president asks for a motion to approve. Example: The president says, "Do I have a motion to approve the minutes?" Once a club member makes the motion a second is needed. Example: The president says, "Do I have a second for the motion?" Once there is a motion and a second the body may vote on the minutes. A simple majority approves the minutes.

Unfinished Business (Action Item)

This is where previous action items to be voted on are placed, discussion and voted on. For an item to move forward it needs a motion, a second, and then discussion takes place followed by a vote.

New Business (Action Item)

This is where new action items to be voted on are placed, discussion and voted on. For an item to move forward it needs a motion, a second, and then discussion takes place followed by a vote.

Reports of Officers

This is where the club officers can each make a report. No business can take place on discussions.

Announcements

This is where any announcements pertaining to the club could be met.

Adjournment

This happens after a motion to adjourn is made and carried or if business is finished. The presiding officer declares the meeting adjourned. Adjournment time should be listed in the minutes.