

SUGGESTED ALR CHAPTER MEETING FORMAT

Conduct of the meeting is per Roberts Rules of Order, Newly Revised.

Prior to Call To Order: Make a sign-in sheet available for the name of anyone who wishes to speak to the membership at the meeting, and their intended subject, and whether it is new business (proposals for Chapter activities, requests for Chapter aid/assistance/participation) or old business (discussion of past events, recognition of Chapter or member efforts, etc.) – sample form attached.

Be sure those at the meeting understand that the form is there, and how to fill it out. Also ensure they understand that if they have not signed in on the form they will likely not be allowed to speak at the meeting (Director/President's discretion). Director can place people on the form in their stead.

CALL TO ORDER – Director/President

CALL TO REMOVE HEAD COVER – Sergeant at Arms

PLEDGE OF ALLEGIANCE – Assistant Director/Vice President

INVOCATION – Chaplain

CALL TO REPLACE HEAD COVER– Sergeant at Arms

READING OF LAST MEETING'S MINUTES – Secretary

VOTE TO ACCEPT LAST MEETING'S MINUTES – Director/President

READING OF TREASURER'S REPORT – Treasurer

VOTE TO ACCEPT TREASURER'S REPORT SUBJECT TO AUDIT – Director/President

READING OF MEMBERSHIP REPORT – Membership Chairman

VOTE TO ACCEPT MEMBERSHIP REPORT – Director/President

READING OF OTHER OFFICER'S REPORTS (RUN COORDINATOR, ETC.) AS SEEN FIT

CALL AND DISCUSSION OF OLD BUSINESS – Director/President

Following Director/President's discussion of old business, those from the sign-in sheet are introduced one by one until all old business is complete. It is at the Director/President's discretion whether to call for "any other old business" from the floor before proceeding.

CALL AND DISCUSSION OF NEW BUSINESS – Director/President

Following Director/President's discussion of new business, those from the sign-in sheet are introduced one by one until all new business is complete. It is at the Director/President's discretion whether to call for "any other new business" from the floor before proceeding.

GENERAL ANNOUNCEMENTS NOT ALREADY DISCUSSED – Director/President

CALL FOR MOTION TO CLOSE MEETING – Director/President

CALL TO REMOVE HEAD COVER – Sergeant at Arms

CLOSING INVOCATION – Chaplain

CALL TO REPLACE HEAD COVER– Sergeant at Arms

ANNOUNCEMENT THAT MEETING IS NOW CLOSED - Director/President

