

# Chapter Meeting Agenda

Date: e.g. May 14, 2026

Time: e.g. 6:00 PM

Location: e.g. Room 204 / Zoom link

Presiding Officer: Chapter President

Secretary:

## I Call to Order

~1 min

- The Chair declares quorum and formally opens the meeting: *"The meeting will now come to order."*
- Reminder of conduct expectations and Roberts Rules procedures

Time Called to Order:

## II Roll Call

~3–5 min

- Secretary calls roll of all voting members; quorum confirmed on the record
- Guests and non-voting attendees noted for the minutes

Name	Position	Present (Y/N)
	Chair	
	Vice-Chair	
	Secretary	
	Treasurer	
	Advisor	

Guests:

## III Opening (order may vary by chapter)

~2–3 min

RR §40

- Pledge of Allegiance
- Prayer / invocation (*if applicable to your chapter*)
- Icebreaker question — if time permits, ask everyone a fun and insightful question to ease the mood

#### **IV Approval of Previous Minutes**

~2 min

*RR §41*

- Secretary reads or distributes prior meeting minutes
- Motion to approve; corrections entertained from the floor before vote

Motioned by:

Seconded by:

Passed (Y/N):

#### **V Board Reports**

~10–12 min

*RR §51*

Each officer should provide a monthly update. Any officer who cannot be present at the meeting should put their report on the agenda prior to the meeting.

Chair's Report:

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Vice Chair's Report:

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Secretary's Report:

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Treasurer's Report:

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#### **VI Advisor Reports**

~3–5 min

Advisors can provide announcements, guidance, or updates from state/national organization

Chapter Advisor Report:

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Executive State Advisor Report:

-

**VII Committee Reports**

~8–10 min

RR §51–52

- Standing committees report in turn (*bylaws, membership, outreach, events, etc.*)
- Special / ad hoc committees report if applicable
- Questions and discussion from the floor after each report

Committee Report #1:

- 

Committee Report #2:

- 

**VIII Events & Announcements**

~5 min

- Upcoming events — dates, volunteer needs, logistics
- External events or invitations from allied organizations
- General announcements from members

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**IX Old Business**

~5 min

RR §37

- Unfinished items tabled or postponed from previous meetings
- Status updates on previously passed motions

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**X New Business**

~10 min

RR §38

- New motions introduced from the floor
- Discussion, amendment, and vote on each motion in order
- Items requiring referral sent to appropriate committee

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**XI Good of the Order**

~2 min

*RR §34*

- Open floor for brief non-business remarks, inspiration, or recognition
- Member shoutouts, milestones, or brief updates — no motions during this time

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**XII Adjournment**

~1 min

*RR §21*

- Motion to adjourn — requires second, majority vote (or unanimous consent)
- President declares meeting adjourned; secretary notes time for the record

Motioned by:

Seconded by:

Time Ended:

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Minutes recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

It is best practice that State and Chapter Secretaries send a copy of these minutes to every chapter member within **3 days** of the meeting.