Delta Kappa Gamma

Chapter

Month, Day, Year

Call to Order:

Collect:

Attendance: “Has the sheet been passed to you?”

Minutes: “May we have the minutes of the last meeting?”

 Minutes are read.

 “Are there any corrections or additions?”

 “May I have a motion to accept the minutes as printed

 (or corrected?)

 Motion

 “Is there a second?”

 2nd

 “All those in favor signify by saying ‘aye.’”

 “Those opposed nay.”

 “The motion is carried.” Or “The motion is defeated.”

Correspondence: “Will the corresponding Secretary read the

 Correspondence please?”

Treasurer: “May we have the treasurer’s report?”

 Report

 “Are there any questions?”

 “The treasurer’s report will be filed for audit.”

Committee Reports:

Unfinished Business: “Is there any unfinished business?”

 President may have one or two. Should

 be on your agenda.

 “Seeing none, we will move to New

 Business.”

New Business: You need to list whatever items you have to discuss on you agenda.

 If some item needs a vote:

 “May I have a motion?”

 “May I have a second?”

 “Is there discussion?” Call for the vote.

 “It is time to vote. All those in favor of

 (repeat the motion) signify by saying aye.”

 Pause. “Those opposed.”

 “The motion carried.” Or “The motion failed.”

After you have covered your items ask, “Is there any further business?”

Announcements: Whatever is needed and then restate the next meeting time, place, and program.

Adjournment: “If there is no other business, I declare the meeting adjourned.”