

A Well-Planned Meeting

A well-planned meeting consists of three main parts:

- Business
- Program
- Recreation/Entertainment

Business

Generally clubs follow this order of business:

- Call to Order
 - A business meeting usually is open by the President, who says, "This meeting will now come to order." Meetings should begin on time and should close promptly.
- Songs or Pledge
 - A club or FCE pledge are good for beginning of the meeting, along with the Pledge of Allegiance. A club song may also be added to the start of a meeting.
- Roll Call
 - When called upon by the President, the Secretary reads aloud the names of all members on the roll.
- Reading & Approving of the Minutes
 - Following roll call, the President asks the Secretary to read the minutes of the last meeting. The President then asks if there are any additions or corrections to the minutes. If not, the President states, "The minutes stand approved as read." The President immediately signs the minutes in the Secretary's book.
- Reports of Officers, Committee Members or Leaders
 - The President calls for reports from the various officers, council members and leaders.
- Reports of Standing Committees
 - These reports are from committees appointed to plan and to carry out an activity not on the club's calendar at the beginning of the year, such as a local recognitions day or special activity day. Their duties end when the event has been held and a report has been made.
- Unfinished Business
 - The term "Unfinished Business" refers to old business from earlier meetings. Reports of committees and such discussion as previously introduced are taken up as "Unfinished Business."
- Initiation or Installation
 - At this point in the meeting, new members may be introduced into the club or new officers installed, as needed.
- New Business
 - The term "New Business" refers to any new idea that a member submits for consideration of the club. Proposals for a special event to raise money, for a new rule, regarding checking Standards, etc.

Program/Lesson

At this point in the meeting, the President calls for the program or lesson. A program or lesson should be well balanced with enough variety to add interest and enthusiasm.

Recreation/Entertainment

Recreation/Entertainment is the social part of the meeting. This time considers the interest of the members and the time and facilities available when planning for an activity or speaker.

Business Continued

- Announcements
 - At the conclusion of the Recreation/Entertainment portion, the President asks if there are any announcements. Following any announcements by member or leaders, the Secretary reads the Program/Lesson for the next meeting.
- Adjournment
 - The meeting is closed by a motion from a member say, "I move we adjourn." Another member seconds the motion. A vote is then taken by the presiding officer, who says, "All in favor say 'Aye.'" When this is completed, they request, "All opposed same sign." With a majority vote, the meeting is thereby adjourned.