

(Insert District Name)

Outline of Recommended District Meeting Agenda

Option 1: Meeting at the Beginning of the Agenda

(1) Call to Order

(A) Advise prospective members that they must be excused from the business meeting and that once the meeting concludes, they will be welcome back for the rest of the agenda.

OR

(A) Invite prospective members to stay upon permission of members in attendance. Advise non members that they may speak only upon request of a member and may not vote.

(B) Announcements

(C) Business

(D) Adjournment: "This concludes the business meeting of the [] District. We are now ready to move on to the rest of this evening's agenda." Prospective members are welcome back.

(2) Announce Speaker

(3) Dismissal

Option 2: Meeting at the End of the Agenda

1. Announce Speaker

2. Call [] Business Meeting to Order

(A) Advise prospective members that they must be excused from business meeting.

Or

(A) Invite non-members to stay upon permission of members in attendance. Advise non members that they may speak only upon request of a member and may not vote.

(B) Announcements

(C) Business

(D) Adjournment: This concludes the business meeting of the [] District.

3. Dismissal