



## **The Business Meeting**

Strong organizations follow a consistent format during business meetings to demonstrate their seriousness of purpose and to formalize the actions they take. A clear structure will help you accomplish your business and assure all members—whether present or absent—that you are demonstrating good stewardship. A regular agenda will also help hold meetings to a do-able time schedule!

Whether you follow the suggestions on the attached pages, Robert's Rules of Order, or some other appropriate system, it's a good idea to include the following in every business meeting:

1. Opening
2. Reading or distribution and approval of minutes from the previous meeting
3. Report of the treasurer
4. Reports of other officers and any standing committees
5. Reports of special committees
6. Unfinished business
7. New business
8. Program, if applicable
9. Closing

All decisions and actions taken at a business meeting should include a motion, a second, discussion, and majority agreement. All motions should be documented in the minutes.

Please see the following pages for an order of business that works well for Woman's Life chapters.

# Woman's Life Insurance Society

## Order of Business

Each chapter may choose whether to have an opening “ceremony”, such as the Pledge of Allegiance, a prayer, or some other type of tradition. One idea is to have a member provide a meaningful quote, perhaps on the subject of service to others.

Each chapter may choose whether to have a closing “ceremony”, such as a prayer, a friendship circle, or some other type of tradition. One idea is to have a member provide a meaningful quote, perhaps on the subject of friendship.

The President determines in advance:

Who will participate in the opening

Who will participate in the closing

Which committees will report

### **Call to Order and Opening**

**President:** The meeting will please come to order. \_\_\_\_\_ will lead us in our opening.

*(At conclusion of Opening)* I declare this meeting open and ready for business.

### **Roll Call of Members**

**President:** Secretary, may we have the Roll Call of Members.

**Secretary:** Members, please respond by stating “Present.”

*(Calls the names of members and determines if quorum is present.)*

### **Introduction of Guests**

**President:** If you've brought a guest today, please stand and introduce her.

*(After introductions)* Welcome to our meeting; we're glad to have you here today and hope you'll find our business meaningful.

## **Minutes of the Previous Meeting**

*(If minutes were distributed prior to the beginning of the meeting)*

**President:** You've had an opportunity to read the minutes of the previous meeting. Are there any corrections? Hearing none, the minutes are approved as presented (or as corrected).

*(If minutes were not distributed in advance:)*

**President:** Secretary, please read the minutes of the previous meeting.

**Secretary:** *(Reads Minutes)*

**President:** Members, you've heard the Minutes of the previous meeting. Are there any corrections? Hearing none, the minutes are approved as read (or as corrected).

## **Treasurer's Report**

*(If report was distributed prior to the beginning of the meeting)*

**President:** You've had an opportunity to review the Treasurer's Report. Are there any questions or corrections?

*(Following any discussion)* The treasurer's report is accepted as presented (or as corrected) and will be filed for audit.

*(If report was not distributed in advance)*

**President:** Treasurer, will you please read your report.

**Treasurer:** *(Presents Treasurer's Report)*

**President:** Members, you've heard the Treasurer's Report. Are there any questions or corrections?

*(Following any discussion)* The treasurer's report is accepted as read (or as corrected) and will be filed for audit.

## **Correspondence**

*(Typically, correspondence presented at this time consists of thank you notes or greetings. Correspondence related to Unfinished Business or New Business should be held until that portion of the agenda. The President may wish to share information from Woman's Life during the President's Report section or the New Business section.)*

**President:** Do we have any correspondence to share?

*(President, Secretary, or other designated individual reads the correspondence.)*

## **President's Report and Announcements**

*(The President may wish to provide a report and should also share any special announcements. She may also ask whether any members have special announcements to make.)*

## **Committee Reports**

*(It's a good idea for the President to contact each Committee Chair in advance to determine which committees will make a report. Any recommendations from committees should be submitted as motions.)*

**President:** We will now hear a report from the \_\_\_\_\_ Committee.  
*(Discussion and action as needed.)*  
*(Repeat as necessary.)*

## **Unfinished Business**

**President:** Do we have any unfinished business?  
*(The President should be prepared with a list of any tabled motions or unfinished business from the previous meeting. These items should be resolved, removed from consideration, or tabled for the next meeting.)*

## **New Business**

**President:** Is there any new business for discussion?  
*(The President or other members may have items to present.)*

## **Program**

*(This may include a program or speaker, installation of officers, or initiation of new members. It's also permissible to hold this section of the meeting immediately after the Opening, particularly if the presenter has a limited time schedule.)*

## **Closing**

**President:** That completes our business for today. Our next meeting will be \_\_\_\_\_ at \_\_\_\_\_. Don't forget to bring a friend!

*(Optional) \_\_\_\_\_, will you please lead us in our Friendship Circle (or other closing tradition).*

*(Possible closing tradition: Members stand in circle and join hands. The leader reads this friendship message: Friends are awesome! As we go on our way back to our busy lives, we'll remember how much we mean to each other! We are beautiful, thoughtful, and dynamic women who can change the world, one little step at a time! We can hardly wait to get together again!)*