

SUGGESTED AGENDA
FOR A
CLUB'S REGULAR MEETING

1. CALL TO ORDER

Call to order .get members settled and their attention. Have song leader picked ahead of time.

2. PLEDGE TO FLAG

Some Clubs close meeting with pledge to flag.

3. INVOCATION

Always open with a Invocation. Have the person picked ahead of time.

4. INTRODUCTION OF GUESTS

Lion Tamer is the Official Greeter. He can handle the introductions. ALWAYS acknowledge the Club's guests.

5. SONGS

Songs should be sung while or just before the meal is served. Good for fellowship.

6. MEAL

Breakfast/Luncheon/Dinner.

7. TAILTWISTING

Tailtwisting can be done during the meal, or while dessert is served. Should stop when you proceed with the agenda. In some Clubs the Tailtwister is an agenda item is allowed a specific time.

8. OPENING REMARKS

Have opening remarks for the members.

9. PROGRAM

Have the Program Chair responsible for the program introduce the program except in the Governor's visit (See protocol).

10.RESPONSE TO PROGRAM

All speakers should have the courtesy of a response either by the program Chair or yourself.

11.SECRETARY'S REPORT

Give the Secretary a chance to read any communications he may have. At the first meeting of the month the Membership and Activity Report (M & A) from the previous month may be read.

12. COMMITTEE REPORTS

Call on one or two committees for brief reports. You can have the Vice Presidents handle this.

13. ANNOUNCEMENTS

Announcements of upcoming Club, District, State, International and community activities.

14. ADJOURNMENT

Be prompt. Start-stop on time.