**How to Conduct a Club Meeting**

**Call to Order**

This is the official start to the meeting which should be at the time and location specified in the club charter.

**Roll Call**

This can be done by voice call using the club roster or by using a sign in sheet. It is a good practice to have the roll include all who are present at the meeting. This includes guests and advisors.

**Approval of the Minutes**

The minutes of the last meeting are read individually, and the president asks for a motion to approve.

Example: The president says, “do I have a motion to approve the minutes?”

Once a club member makes the motion a second is needed.

Example: The president says, “do I have a second for the motion?.

Once there is a motion and a second the body may vote on the minutes. A simple majority approves the minutes.

**Unfinished Business (Action Item)**

This is where previous action items to be voted on are placed, discussion and voted on. For an item to move forward it needs a motion, a second, and then discussion takes place followed by a vote.

**New Business (Action Item)**

This is where new action items to be voted on are placed, discussion and voted on. For an item to move forward it needs a motion, a second, and then discussion takes place followed by a vote.

**Reports of Officers**

This is where the club officers can each make a report. No business can take place on discussions.

**Announcements**

This is where any announcements pertaining to the club could be met.

**Adjournment**

This happens after a motion to adjourn is made and carried, (or if business is finished). The presiding officer declares the meeting adjourned. Adjournment time should be listed in the minutes.