



# ROYAL NEIGHBORS OF AMERICA®

## MEETING REFERENCE SHEET

This page is a guide and doesn't need to be shared with your members.

Agenda Item	Typical Discussion
Call to Order	President: I call this meeting to order.
Attendance	Secretary/Treasurer notes names of members present
Approval of Previous Meeting's Minutes	Secretary/Treasurer shares a summary of the last meeting's minutes. President asks members to approve the minutes. Members respond aye if in agreement. Nay if opposed.
Chapter Financials	Secretary/Treasurer presents the current expenses, income, and total balance.  President asks members to approve the financial report. Members respond aye if in agreement. Nay if opposed.
Old Business	President: We'll now move on to unfinished business. At the last meeting . . .
New Business	President: The meeting is now open for new business.  Members discuss new ideas, upcoming events, etc.
Next Meeting Date/Time	President announces the date and time of the next meeting
Adjourn	President asks for a motion to adjourn the meeting. One member: I move to adjourn. Another member: I second the motion. The meeting is adjourned.

**Note:** As a reminder, chapters must meet at least once per quarter. Elections must be held at the last meeting of the calendar year or before the annual report is due on March 1. Elected positions are President and Secretary/Treasurer.