

# A SUCCESSFUL LWML MEETING

*An agenda technically refers only to the items of business at a meeting.*

*The term program may also include speakers and other non-business items.*

- ❖ WRITING A MEETING PROGRAM
- ❖ CONDUCTING A MEETING

## PROGRAM FOR A ONE-SESSION MEETING

1. Call to order
2. Opening devotion, prayer, and/or Bible study
3. Roll call (optional), welcome new members and/or guests
4. Minutes read and approved
5. Treasurer's report
6. Reports of officers and/or committees
7. Unfinished business
8. New business
9. Announcements
10. Adjournment
11. Program

## CONDUCTING A MEETING

Begin promptly, at the scheduled time. Do not overly rush, but do keep members on task.

1. Call the meeting to order
2. Opening devotion, prayer, and/or Bible study conducted by the pastor or a member, contacted prior to the meeting.
3. Roll call is optional but do introduce and welcome new members and/or guests
4. Secretary is asked to read previous meeting minutes. Ask for any additions or corrections. Declare the minutes "approved as read" or "approved as written."
5. Treasurer is asked to give her report. Ask members if they have any questions. Declare "the report will be placed on file."
6. Reports. Ask other officers and committee chairmen for their reports, if any. (A motion arising from a report is taken up immediately.)
7. Unfinished business. Present to the group any business items discussed in a previous meeting but not resolved. Ask if anyone would like to make a motion regarding any of these items. Motion, second, discussion, put the question, announce result.
8. New business. Bring new items of business before the group. Ask if any one has any additional items of business. Ask for motion on any new business items.
9. Announcements should include date, place, and time of next meeting.
10. Adjournment. Ask "Is there any further business? If not, the meeting is adjourned."
11. Program. Might include a speaker, service project, informational skit, etc.

Some references in *Robert's Rules of Order Newly Revised*:

Agenda, Program: pp. 360-363

Call to Order, Order of Business, pp. 24-26

Usual Order of Business in Ordinary Societies: pp. 342-351