

Lions Club Meeting Minutes

1. Call to order. (At appointed time, do not wait for members to arrive, if you start on time they will get the message and arrive on time to avoid a fine for being late)
2. Pledge to Flag.
3. America, National Anthem or God Bless America. (Song is optional, but allows the members to join together at the start of the meeting)
4. Invocation
5. Singing of a Lions Song. (Don't you hear those Lions Roar, or other Lions song)
6. Introduction of Guests at meeting. (Lions by rank or title, other guests.)
7. Meal (If you have a meal at your meetings.)
8. Taitwister (The Taitwister will do the introduction of members and fine those that are late, missing a pin or whatever other reason deemed necessary.)
9. Guest Speaker or Program. (The person presenting the program is now fully introduced with credentials or history.)
10. Business Portion of meeting
 - a. Reading of minutes of previous meeting and board meeting
 - b. Committee reports, Treasurers report
 - c. Communications received (mail, requests for service, etc.)
 - d. Old/Unfinished Business
 - e. New Business
11. Adjournment

This format is only a suggested agenda, some clubs will hold the speaker till the last item, and some clubs that meet more than once a month will have one business meeting and one meeting with a speaker or other program at which time all business, except the Taitwister; and all reports are tabled by motion until the next meeting.