

**(Council name)**  
**General Meeting**  
**Agenda**

1. Call to Order
2. Roll Call
  - a. Take attendance of all those members present
3. Reading and Approval of the Minutes
  - a. SECRETARY reads their notes from the last meeting
  - b. The membership votes to approve the minutes so they can become the official record of the clubs meeting
4. Reports of Officers (Each officer will report on anything they have to say in the order of importance)
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
  - e. (Other officers listed)
5. Reports of Committees
  - a. Committee members will report on what their committees are doing and give updates on how the work is coming along
6. Old Business
  - a. Business from the last meeting can be brought up here and discussed again during Old Business
7. New Business
  - a. New ideas can be introduced and discussed in New Business.
8. Announcements/Program
  - a. Any member can make announcements to the entire group.
9. Adjournment