

# Agenda - Meeting (Single Page Version - Choice 1)

Date: \_\_\_\_\_

Note to WA: Copy this page for each meeting)

**Meeting needs to start promptly and finish in 1 1/2 hours maximum.**

**SPECIAL DISPENSATIONS** are read here, if applicable.

## **RITUAL OPENING**

**ESCORT/INTRODUCTIONS**  "Honor" to all Rainbow Grands; "Pleasure" to all others.

**RAINBOW FLAG**  "Sister DL, you will escort the Rainbow Flag to its proper position in the Assembly Room."

**\*\* CONFERRING OF DEGREES**  *(Except on Election or Balloting Night)*  
"Sister Recorder, have we Conferring of Degrees?"

**ROLL CALL**  "Sister Recorder, you will call the Roll of Officers, Members and Advisory Board."  
Tonight's question: \_\_\_\_\_

**MINUTES**  "Sister Recorder, you will read the Minutes of the previous meeting."  
"Sisters, you have heard the reading of the Minutes, are there any CORRECTIONS?"  
"The Minutes are approved as Read (or Corrected)."

**COMMUNICATIONS**  "Sister Recorder, you will read the Communications."

**AUDITED BILLS & RECEIPTS**  "Sister Recorder, you will read the audited bills and receipts."  
"If there are NO objections, the Audited Bills will be paid."  
"Hearing none, it is so ordered."

**TREASURER'S REPORT**  "Sister Treasurer, you will read your report (or present the Term Audit).  
*(Report consists of the balances from the close of last meeting)*

**UNFINISHED BUSINESS**  *(Reports on PAST activities)*  
\_\_\_\_\_  
\_\_\_\_\_

Visiting: "Has there been any visiting to other Assemblies since our last meeting?"

**NEW BUSINESS**  Installation of any officers absent at the regular Installation.   
Election of Officers (Refer to special instructions for Elections)   
New Project and Activities \_\_\_\_\_  
Line Officers Business: \_\_\_\_\_  
Vote on any out-going money. \_\_\_\_\_

*(If a motion requiring a disbursement of money occurs during the meeting, the check will be issued and the disbursement amount and check # recorded as "Bills and Receipts" at the next regular business meeting.)*

**MISCELLANEOUS BUSINESS**  Sunshine Report/Happy Happenings *(Optional - may make meeting too long)*  
Birthdays & Anniversaries - Coin March *(Optional)*

**RECEIVING PETITIONS**  *(Remember to appoint Informational Visit Committee of 2 girls. The Advisory Board Chairperson will appoint one adult to accompany girls on the visit.)*

"Sister Recorder, have we any petitions?"

**Mother Advisor:** "If there is any objection to this petitioner, please speak to me immediately after the meeting".

**BALLOTING**  *(There should be 5 signatures on Back of Petition BEFORE balloting).*  
Petitioners Names \_\_\_\_\_

**\*\* CONFERRING OF DEGREES**  Initiation or Majority Degree Candidates Names: \_\_\_\_\_

**GOOD OF THE ORDER**   
*(May be held after closing)*  
1. Grand Worthy Advisor                      2. Grand Officer                      3. Supreme Deputy  
4. Grand Deputy                                  5. Mother Advisor                      6. Worthy Advisor  
7. Line Officers - Short Pep Talk *(optional)*

**CLOSING**  "Retiring March"                      Rainbow Prayer                      Rainbow Dreams