

# Agenda - Meeting (Single Page)

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.

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

## RITUAL OPENING

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

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

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

**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."  
"Communications requiring action of the Assembly will be taken up under the proper order of business. All others will be placed on file."

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

**RECEIPTS** "Sister Recorder, you will read the Receipts."

**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**  Installation of any officers absent at the regular Installation.  \_\_\_\_\_  
(Reports on PAST activities)

Visiting: "Have there been any visits to Masonic Functions since our last meeting?"

**NEW BUSINESS**  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 depending on assembly traditions/if time allows)  
Birthdays & Anniversaries - Coin March (Optional)

**RECEIVING APPLICATIONS**  (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 applications?"

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

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

**\*\* CONFERRING OF DEGREES**  Initiation (Only if after Balloting) Majority Degree  
Candidates Names: \_\_\_\_\_

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

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