



*“Knowledge
for Life”*

May, 2009

Worksheet for Meeting

Business Meeting:

1. Call to order _____
2. Roll call _____
3. Reading and approval of minutes _____

4. Reading of communications (if not presented during reports
by officers) _____

5. Reports of officers or council members _____

6. Reports of Committees _____

7. Unfinished business _____

8. Initiation of new members or installation of officers _____

9. New business _____

10. Announcements _____

11. Adjournment _____

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