

SUGGESTIONS FOR CONDUCTING A DISTRICT MEETING

1. District President presides.
2. Those expected to attend are District President, Vice President, Prelate, Secretary, Treasurer, Committee Chairman, Governors and Administrators of each Lodge in the District and other Moose members. Co-workers of member Lodges are also encouraged to attend.
3. Minutes should be kept and copies should be furnished to the State Secretary.
4. Suggested Order of Business: (See Attached)

QUESTIONS TO ASK YOURSELF ABOUT YOUR MEETINGS:

1. Are they accomplishing the things needed for progress?
2. Are they helpful and educational for those attending, OR, are there signs of them being bogged down in trivial matters?
3. Are they properly publicized and coordinated within the District? (Is each Lodge receiving an e-mail or post card reminding them of date and locations?)
4. Are meetings properly attended? Not necessarily “big” but “representative” by having participation from all of your Lodges?
5. Are meetings run as a “good example” of the way a meeting should be conducted and as an education to Lodge Governors?
6. Are your Committee Chairman present and give quality reports?

DISTRICT MEETING OUTLINE

PRESIDENT: (ONE RAP)

Under the authority granted by the Supreme Lodge of the World, Loyal Order of Moose, District #_____of the West Virginia Moose Association will now come to order. Officers will assume their respective stations.

PRESIDENT:

Brother Sgt. At- Arms, prepare the Altar.

PRESIDENT: (GIVE 2 RAPS)

We will stand with arms folded and heads bowed while the Prelate invokes the blessing of God.

PRESIDENT:

Brother Sgt-at-Arms, present the flag of our country. (The flag should be positioned at the right of the President before the meeting starts.)

PRESIDENT:

Place your right hand over your heart and join in repeating the Pledge of Allegiance.

PRESIDENT:

I now declare the meeting of District #_____of the West Virginia Moose Association duly opened. **(GIVE ONE RAP)**

PRESIDENT:

We will now have a few words of welcome from our host Lodge Governor, Brother _____ of _____Lodge.

PRESIDENT:

At this time we would like to welcome special guest, _____, of _____.

PRESIDENT:

Brother Secretary, please call the roll of Officers. (If chair is vacant, fill it)

PRESIDENT:

Brother Secretary, are there any Communications or Notices?

PRESIDENT:

Brother Prelate, do we have any reports of sickness or distress?

PRESIDENT:

Brother Secretary, please read the minutes of the previous meeting.
Is there any discussion?
Do we have a motion?
Can we have a second to the motion?
We will now take a vote.

PRESIDENT:

Brother Treasurer, please give the District Financial Report.

PRESIDENT:

Brother Secretary, do we have any bills for payment?

PRESIDENT:

Brother Secretary, please give a report of the Officers Meetings.

PRESIDENT:

We will now hear the reports of each of the Lodges in our District. Would you please come to the podium when making your report. (Call lodges in numerical order.)

Lodge _____ Speaker _____

PRESIDENT:

We will now have reports of Standing & Special Committees

1. Membership Chairman name) _____
(Include International, State and District Membership Campaigns)
2. Membership Retention Chairman (name) _____
3. Activities/Community Service Chairman (name) _____
(Include District Projects)
4. Endowment Fund Chairman (name) _____
5. Higher Degrees Chairman (Name) _____
6. Scholarship Chairman (name) _____
7. Ways & Means Chairman. (name) _____
(Include the Financial Health of District and Lodges)
8. Sports Chairman (name) _____
(Include District and State Events)
9. Youth Awareness Chairman (name) _____
(Include names of Youth Awareness Winners and proposed Youth Awareness Meetings when available.
10. Nominating Committee Report (when appropriate).

PRESIDENT:

Thank you for your reports today.

President's Comments (Give short talk on some topic.)

PRESIDENT:

At this time we would like to welcome our guest speaker,
_____, of _____ who will share some
thoughts with us.

PRESIDENT:

Do we have any unfinished or new business?

PRESIDENT:

We will now have our 50/50 drawing. Ways & Means Chairman _____ will please proceed.

PRESIDENT:

Make any further announcements. (Refreshments after meeting, if appropriate. Our next meeting will be held at _____ Lodge on _____ at _____ p.m.

PRESIDENT:

Have we left anything out for the Good of the Order? If not, we will proceed to close.

PRESIDENT: (Gives 2 Raps)

We will now have the 9:00 O'Clock Ceremony

PRESIDENT:

Brother Sgt-at-Arms, please close the Bible and prepare the Endowment Fund Cradle.

PRESIDENT:

Please join me in contributing to the Endowment Fund that ensures the lives of our children at Mooseheart and our seniors at Moosehaven and then remain standing.

PRESIDENT:

We will stand with arms folded and heads bowed while the Prelate asks the blessing of God.

PRESIDENT: (Give 1 rap)

PRESIDENT:

Thank you for attending this meeting today. This meeting now stands adjourned.